



Chapter Bylaws  
Of the  
**Carnegie Vanguard High School Chapter**  
Of the  
National Honor Society

Adopted: May 2006  
Revised: April 2015, March 2016

## **ARTICLE I: NAME**

The name of this chapter shall be the Carnegie Vanguard High School Chapter of the National Honor Society.

## **ARTICLE II: PURPOSE**

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Carnegie Vanguard High School (CVHS).

## **ARTICLE III: POWERS**

**Section 1:** This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

**Section 2:** The Chapter Adviser is given the authority to supervise the administration of chapter activities, as delegated by the Principal of CVHS.

**Section 3:** Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

**Section 4:** Non-discrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, or disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**Section 5:** The powers not delegated to any one body or person by these Bylaws, nor disallowed by the National Constitution, are reserved to a majority vote made by the Executive Committee, with the Chapter Advisor acting as the tie-breaking vote.

## **ARTICLE IV: MEMBERSHIP**

**Section 1:** Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

**Section 2:** Membership in this chapter shall be known as active, honorary, graduate, and probationary. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

**Section 3:** The Faculty Council shall reserve the right to award honorary membership by a majority vote to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding

service rendered to the school in keeping with the purposes of the National Honor Society. [For reference, see Article VIII Section 3 of the National Constitution.]

**Section 4:** Active members become probationary members when their record reflects that they have incurred one or more demerits.

**Section 5:** Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at CVHS.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative weighted grade point average of 4.000.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

## **ARTICLE V: SELECTION OF MEMBERS**

**Section 1:** The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The Chapter Adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

**Section 2:** The selection of new active members shall be held once a year during the Spring Semester of the school year.

**Section 3:** Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the following for further consideration: the Selection Form (aka the Candidate's Selection Form), and a typed personal statement.
- c. The faculty members at CVHS shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the Chapter Adviser.
- d. The Faculty Adviser shall review the Selection Forms, personal statements, faculty evaluations, and all other relevant information and collate these.
- e. The collated data shall be submitted to the Faculty Council to determine those who fully meet the selection criteria for membership.

**Section 4:** Candidates become members when inducted at a special ceremony which is held annually before the Spring Semester Exams.

**Section 5:** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

**Section 6:** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

## **ARTICLE VI: OBLIGATIONS OF MEMBERS**

**Section 1:** Annual dues for this chapter shall be \$20/year/new member and \$10/year/renewed member. Dues will be payable to the chapter prior to or at the first general meeting of the current school year. Members may apply for special considerations if unable to make payment. Members failing to meet the deadline for dues without being granted special considerations will incur one half demerit.

**Section 2:** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

**Section 3:** To ensure that the principles of NHS are upheld, the CVHS chapter established the basic guidelines outlined below which is enforced by a merit/demerit system (see ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS). The minimum system of requirements is as follows:

- a. *Service:* Each member must complete a minimum of 25 hours of community service per semester. Ten of these hours per semester must be completed through a NHS-sponsored event. Members with 100 or more hours within the paperwork semester are exempt from the 10 NHS-specific hour requirement.
- b. *Leadership:* Each member must participate in approved leadership activities and must have a minimum of three points of involvement each semester. At least one point per semester must be a leadership role in a NHS-sponsored committee.
- c. *Character:* Each member must exhibit proper character at all times. Character includes, but is not limited to, behavior, conduct, respect, and responsibility. Each member must maintain a conduct mark of S/E in each class for every grading cycle, and should not incur any infractions by the Student Code of Conduct higher than a Level 1.
- d. *Scholarship:* Each member must maintain a GPA of 4.000 or higher. In addition, members must also apply for scholarship in at least three institutions per semester or show proof of scholarly achievement or recognition in a scholastic event.
- e. Members who have incurred one or more demerits and/or have incurred more than five unexcused absences per semester shall be put on probationary status.

**Section 4:** Members are required to keep track of the minimum requirements using the forms provided by the chapter. Forms must be submitted by the first Friday of December (for the Fall Semester) and by the first Friday of May (for the Spring Semester). Failure to meet the minimum requirements will result in disciplinary consequences (see ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS).

**Section 5:** Any member who withdraws, resigns, or is dismissed from the chapter shall return the certificate that they received during induction to the chapter.

**Section 6:** All active chapter members who are seniors shall be granted the privilege of wearing the honor cords at graduation.

## **ARTICLE VII: OFFICERS**

**Section 1:** The officers of the chapter shall be president, vice president, secretary, and treasurer.

**Section 2:** Student officers shall be elected towards the last meeting of each school year. All active Junior members are eligible to run for a position as an officer. Membership of one school year is required before a member may be nominated for office. Any active member can nominate an eligible member as a candidate for office.

**Section 3:** Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

**Section 4:** It shall be the duty of the president to preside at the meetings of the chapter, serve as the official representative of the chapter at school and community functions, and to assess members' leadership paperwork.

**Section 5:** The vice-president shall preside in the absence of the president, and assess members' service paperwork.

**Section 6:** The secretary shall keep the minutes and attendance records for meetings, and be responsible for all official correspondence. The secretary shall also assess members' character paperwork.

**Section 7:** The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer shall also assess members' scholarship paperwork.

**Section 8:** Officers and the Chapter Adviser shall collectively be known as the chapter's Executive Committee. The Executive Committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the Executive Committee is subject to the review of the chapter members.

**Section 9:** All officers of the chapter's Executive Committee must continue to be active members in order to maintain their offices.

**Section 10:** In the event of a vacancy in the Executive Committee, an election will be held within two meetings of the vacancy.

## **ARTICLE VIII: MEETINGS**

**Section 1:** The Executive Committee of the CVHS chapter shall meet during the summer to plan for the upcoming school year.

**Section 2:** The Executive Committee shall meet weekly during the year to plan for the week ahead.

**Section 3:** The CVHS chapter shall meet weekly for its regular general meetings. Special meetings can be called by the president with approval of the adviser.

**Section 4:** This chapter shall conduct its meetings according to the following procedure:

- a. In order to ensure the meetings run efficiently, the meeting's talking points shall be transcribed onto a public space and be referred to as the meeting progresses.
- b. Attendance shall be taken (preferably via a sign sheet) prior to when the meeting is officially called to order.
- c. The meetings are officially called to order and concluded with a bang of the ceremonial NHS gavel.
- d. After the meeting is called to order, the Executive Committee shall address each of the talking points with the chapter and allow members to present information about upcoming NHS events.
- d. The members of the Executive Committee shall make themselves available to address questions and concerns of the members after the meeting concludes.

**Section 5:** Members are expected to attend all chapter meetings. In order to ensure that members are able to track their own attendance record, a spreadsheet of all attendance information in a given semester shall be made public and updated regularly.

## **ARTICLE IX: ACTIVITIES**

**Section 1:** The CVHS chapter shall determine one or more service projects for each year.

**Section 2:** All members shall regularly participate in these projects.

**Section 3:** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

**Section 4:** Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the Chapter Adviser. This is in addition to the chapter projects to which all

members contribute. Individuals may work in small groups provided all members of the group contribute equally.

**Section 5:** The chapter shall publicize and promote its projects in a positive manner.

## **ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

**Section 1:** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (minimum GPA and conduct grade requirements), he/she will consult with a member of the Executive Committee, be removed from the official NHS roster, and stripped of all privileges associated with being a member of NHS.

**Section 2:** Any member who falls below the standards of scholarship, leadership, character, or service shall be considered for discipline or dismissal from the Carnegie Vanguard High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

**Section 3:** If a member's record shows that they have incurred a sum of one or more demerits, he/she will consult with a member of the Executive committee, be given one semester for improvement, and officially be labeled as a probationary member. If the obligations remain unmet, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

**Section 4:** Any member who incurs four demerits (the equivalent of failing to meet the minimum requirements in each category) in any one semester will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

**Section 5:** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 6 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

**Section 6:** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 7:** Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

**Section 8:** In all cases of pending dismissal:

- a. The member will receive written notification from the Chapter Adviser/Faculty Council indicating the reason for consideration of dismissal. Situations that involve flagrant violations can warrant disciplinary action without a written warning although a hearing may be held (see Section 8b below).
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the Principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender the Induction Certificate and any membership emblems to the Chapter Adviser.
- d. The Faculty Council's decision may be appealed to the Principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

**Section 9:** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

**ARTICLE XI: AWARDING MERITS AND DEMERITS**

**Section 1:** One demerit shall be given for each minimum requirement not achieved. That is:

- a. One demerit will be given for failing to earn at least 3 total leadership credits per semester. One demerit will be given for failing to earn at least 1 NHS approved leadership credit per semester. If a member fails to meet both minimum requirements, two demerits will be given. A member cannot earn merits associated with leadership unless they have completed at least three total leadership credits and one NHS approved credit. Merits are awarded for each additional leadership credit earned.
- b. One demerit will be given for failing to earn at least 25 total service hours per semester. One demerit will be given for failing to earn at least 10 NHS service hours per semester. If a member fails to meet both minimum requirements, two demerits will be given. A member cannot earn merits associated with service unless they have completed at least 25 total service hours and 10 NHS service hours. Merits are awarded for each additional 5 service hours earned (of either type) for a maximum of five merits. Members who are exempt from the 10 NHS hour requirement (See Article IV, Section 3a) will still earn five merits for service.
- c. One demerit will be given for failing to earn at least 3 total scholarship credits per semester. A member cannot earn merits associated with scholarship unless they have completed at least three scholarship credits. Merits are awarded for each

additional scholarship credit earned, with a cap of five merits. In order to maintain active status, each member must maintain a weighted GPA of 4.0 or above.

- d. One demerit will be given for each unexcused absence per semester. One-half demerit will be incurred for each unexcused tardy per semester.
- e. One-half demerit will be given for failing to turn in club dues, the Merit-Demerit Agreement Form, or any section of paperwork on time.
- f. Merits in one paperwork category may decrease or cancel demerits in another paperwork category within a semester *only if* the member has earned *at least* five hours of service, one leadership point, and two points of scholarship.

**ARTICLE XII: RATIFICATION, APPROVAL, and REVIEW.**

**Section 1:** These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

**Section 2:** These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

**ARTICLE XIII: AMENDMENTS**

These by-laws may be amended by a 2/3rds vote of the chapter, provided a formal proposal of the amendment has been given to members at least two weeks prior to the vote. The exceptions are Articles V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline). Any member not present during an Amendment voting meeting shall have their vote tallied as an abstention. Amendments to these Bylaws may be presented to the chapter one week before a formal proposal to explain changes and gauge feedback from the chapter. A “formal proposal” of Bylaw Amendments includes a public presentation of the specific alterations to the text of these Bylaws in a chapter meeting.

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Approved: May 2006  
Revised: April 2015  
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