

# Comstock Park High School – National Honor Society Bradley McLouth Chapter By-Laws



## ARTICLE I – NAME AND PURPOSE

**Section 1.** The name of this chapter shall be the Comstock Park High School Bradley McLouth Chapter of the National Honor Society of Secondary Schools.

**Section 2.** The purpose of the Bradley McLouth Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character among the students at Comstock Park High School.

## ARTICLE II – 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.** To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Comstock Park High School for the equivalent of one semester. Faculty Council may waive the semester requirement in case of special circumstances (military family, refugee, etc . . .) with a letter of recommendation from the previous principal, approval of the current principal, and recommendation of the Executive Committee.

**Section 3.** Candidates for this chapter must have a minimum cumulative grade point average of 3.5 (on a 4.0 scale) to demonstrate appropriate academic scholarship. The selection of qualified candidates shall then be considered based on their service, leadership, and character.

## ARTICLE III – SELECTION OF MEMBERS

**Section 1.** Candidates shall be evaluated on the basis of service, leadership, and character. The evaluation process will be determined by the current membership of the Bradley McLouth

Chapter of the National Honor Society and published for students at the beginning of each school year. The purpose of the evaluation process is to provide information to the Faculty Council prior to final selection. The evaluation process does not guarantee selection. Upon completion of the evaluation process, the current membership of the Bradley McLouth Chapter of the National Honor Society and the current Faculty Advisor will make a selection recommendation to the Faculty Council.

**Section 2.** The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically shall be notified and informed that for further consideration for selection to the chapter, they may complete the *Student Activity Information Form*. Students shall also be notified of the process for submitting the form and that the form is only a collection of information for further consideration regarding their eligibility, it is not an application and does not guarantee selection to the NHS.
- c. The general faculty shall be requested to comment on candidates determined to be eligible scholastically.
- d. The membership recommendation and faculty comment shall be reviewed by the Faculty Council.

**Section 4.** Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

**Section 5.** The induction of active members shall be held once each year during the second semester of the school year. Alternate or additional selection periods may be added at the discretion of the principal.

**Section 6.** Active members of the National Honor Society who transfer from this school will, upon request, be provided with a letter indicating his/her current status and standing within this chapter of the National Honor Society signed by the principal.

**Section 7.** An active member of the National Society who transfers to this school will be accepted for membership in this chapter with a letter from the previous principal indicating membership in good standing.

## **ARTICLE IV – DISCIPLINE AND DISMISSAL**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be recommended to the Faculty Council for dismissal. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community and is expected to maintain high standards of scholarship and character.

**Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he/she will be given written warning and a time period for improvement. If the cumulative grade point average remains below the established standard at the end of the improvement period the student may be recommended to the Faculty Council for dismissal.

**Section 3.** Violation of criminal law or school regulations may result in recommendation to the Faculty Council for dismissal. These violations include, but are not limited to alcohol offenses (DWI, MIP, etc . . .), theft, destruction of property, cheating, truancy, or possession of illegal substances.

**Section 4.** Members in violation of the school code of conduct will receive written warning notification. A conference may be requested by either party (advisor/principal or student/parent). If the member is involved in another violation of the school code of conduct, the member may be recommended to the Faculty Council for dismissal.

**Section 5.** When a member is recommended for dismissal:

- a. The member will receive written notification of the reason for the recommendation from the faculty advisor. The member and advisor will discuss the written notification in a conference.
- b. The member will be offered a hearing with the Faculty Council prior to dismissal in accordance with due process identified in the National Constitution. The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss.
- c. A letter of dismissal will be sent to the principal, the student, and the faculty advisor if the student is dismissed by the Faculty Council.
- d. The member may appeal the decision to the Principal in writing within 10 school days of the Faculty Council decision.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

**Section 6.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate. The above state appeals process applies to all disciplinary decisions of the Faculty Council.

#### **ARTICLE V – OFFICERS**

**Section 1.** The officers of the chapter shall be president, vice president, secretary, and treasurer. Additional positions may be created and elected by the membership.

**Section 2.** Student officers shall be elected at the last meeting of each school year. All returning members are eligible to run for a position as an officer.

**Section 3.** A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority vote, 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 for this chapter.

**Section 5.** The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

**Section 6.** The secretary shall keep the minutes of meetings and be responsible for correspondence.

**Section 7.** The treasurer shall keep record of expenses, dues, and other financial matters.

#### **ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall consist of the faculty advisor and the chapter officers.

**Section 2.** The executive committee shall have general charge of the meetings and the business of the chapter.

#### **ARTICLE VII – MEETINGS**

**Section 1.** Meetings of this chapter shall be monthly as scheduled through the principal's office.

**Section 2.** Rules of order shall be established by the Executive Committee and approved by the general membership at the beginning of each year.

## **ARTICLE VIII – ACTIVITIES**

**Section 1.** The 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 advisor. This is in addition to the chapter projects to which all members contribute.

## **ARTICLE IX – EMBLEM**

**Section 1.** Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.

**Section 2.** Any member who resigns or is dismissed from this chapter shall return the emblem to the chapter.