

**NATIONAL HONOR SOCIETY**  
**SYLVANIA SOUTHVIEW CHAPTER**  
**BYLAWS AND PROTOCOL**

**Adopted Pre-2010**

**Based on the 16<sup>th</sup> edition of the NHS Handbook (2005)**

**BACKGROUND:** The National Honor Society (NHS) was founded in 1919 at the annual convention of the newly formed National Association of Secondary School Principals (NASSP). For 90 years, NHS has been the leading organization for recognizing and involving outstanding students in secondary schools across the nation. Thus, NHS has been regarded from its inception as a concrete way to promote high academic standards, as a means of ensuring the continuation of democracy as an instrument for the betterment of the individual and the school. The principals and advisors in NASSP schools recognize outstanding student achievement through membership and encourage the support each local chapter's commitment to service. The Society has flourished, with more than 15,000 chapters which have been chartered in every state and in schools in many territories and countries overseas.

Local chapters of the NHS are charged with the responsibility of both satisfying a social need and being devoted to the purposes of worth to the individual and of the profit to the school. Each chapter, although required to adopt the national constitution, is encouraged to provide for local needs through bylaws designed in conformance with the national constitution. Chapters are urged to exercise initiative, resourcefulness and ingenuity in promoting NHS standards. The founding committees set up the NHS to permit a high degree of freedom for local chapters; therefore, variety characterizes the activities of the many chapters.

The Southview High School Chapter was established in 1979. Chapter membership not only recognizes our students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service.

The goal of the Chapter is to make a positive difference in the lives of individual and in the spirit of the community and of the school.

Membership in the Chapter is more than an honor. It incurs a responsibility and an obligation to continue to demonstrate the outstanding qualities that resulted in a member's selection. Members of the Chapter have met predetermined standards of character, leadership, scholarship and service and have pledged to uphold and serve as a model of these fundamental virtues. In doing so, they have chosen to fulfill the obligations of membership and to familiarize themselves with and adhere to the bylaws and protocol of the Chapter, including expectations of participation, and maintaining of standards that were used for selection, and acting as role models both on and off campus. Chapter members further acknowledge disciplinary measures or dismissal as expected outcomes if a member falls below the standards used for selection to the membership.

**CHAPTER ACTIVITIES AND LEADERSHIP ROLES:** For the Chapter to be meaningful and effective, each member must not only actively promote the cardinal traits of the NHS, he/she must also become proactive in meeting the needs of the community and of the school. All members will provide service through participation in all Chapter meeting and projects. Each year, the membership as well as the needs of the community and of the school.

Chapter officers will include President, Vice President, Secretary, and Treasurer. Officers for the upcoming term will be elected at the last meeting of each school year. The position of Chapter Historian may also be elected at the discretion of the membership, at the first meeting of each school year. All returning members will be eligible to run for an officer's position. A simple majority vote will determine the offices of the Chapter. If the first vote does not yield a majority, a second vote will be taken of the two candidates receiving the highest number of votes.

The duties of the Chapter President shall include:

- Maintaining a current roster of Chapter membership.
- Assisting the Advisor in preparing the meeting agenda for each Chapter meeting.
- Presiding over all meetings of the Chapter.
- Prior to a Chapter meeting, appointing a member of the Chapter to take the meeting roll.
- Prior to a Chapter meeting, confirming that the Chapter Secretary has published meeting minutes from the previous meeting.
- Subsequent to a Chapter meeting, supplying a meeting attendance summary to the Chapter Secretary for inclusion in the Chapter's meeting minutes.
- Directing the activities of the Chapter under the guidance and supervision of the Chapter Advisor and the Principal.
- Serving as a voting member of the Chapter's Executive Committee.
- Presiding over the Chapter's Executive Committee
- Presiding over the Chapter's induction ceremonies.

The duties of the Chapter Vice President shall include:

- Fulfilling the duties of the Chapter President in the event that the President is deemed incapable by the Advisor and the Principal
- Confirming that the Chapter Secretary has adequately notified membership of upcoming Chapter meetings.
- Assisting the President with preparation of the meeting agenda for each Chapter meeting.
- Presiding over meetings of the Chapter when the President is unable to attend for any reason.
- Coordinating and maintaining an in-school tutoring program under the guidance the supervision of the Chapter Advisor and the Assistant Principal of Curriculum.
- Maintaining the Chapter's bulletin board so as to be current and informative with regards to the Chapter's meetings, activities, and fundraisers.
- Serving as a voting member of the Chapter's Executive Committee.

- Actively assisting the President in presiding over the Chapter's induction ceremonies.

The duties of the Chapter Secretary shall include:

- Fulfilling the duties of the Chapter Vice President in the event that the Vice President is deemed incapable by the Advisor and the Principal.
- Notifying the Chapter's membership of upcoming meetings, activities, and fund raisers.
- Publishing the agenda for each Chapter meeting in advance.
- Recording and publishing the official minutes for each Chapter meeting.
- Communicating with members via the Chapter's bulletin board, the school's daily announcements and at least one additional electronic means
- Receiving and maintaining a record of each member's contributions in the specific areas of Leadership and Service.
- Serving as a voting member of the Chapter's Executive Committee.
- Actively assisting the President in presiding over the Chapter's induction ceremonies.

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