

# **NATIONAL HONOR SOCIETY**

## **SYLVANIA SOUTHVIEW CHAPTER**

### **BYLAWS AND PROTOCOL**

#### **Amended/Adopted April 29, 2014**

**Based on the 2013 edition of the NHS Handbook**

**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 DOCUMENTS:** The Sylvania Southview Chapter of the National Honor Society affirms its adherence to the National NHS Constitution. The local chapter has written a Constitution, which, along with these accompanying Bylaws and Protocol, has been created and adopted in accordance with the national document.

The Chapter website will include copies of the Sylvania Southview Constitution and Bylaws and Protocol as well as a link to the National Constitution.

The local Chapter documents will be reviewed by the membership for possible revision a minimum of every ten years.

**NO GENDER BIAS:** All uses of the term he or his in this document and/or the Chapter's Constitution shall be considered as non-gender specific, referring to men and women alike.

**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 National Honor Society, he must also become proactive in meeting the needs of the community and of the school. Each year, the membership has the responsibility for adopting service activities to reflect the talents and interests of the membership as well as the needs of the community and of the school.

All members will provide service through participation in Chapter meetings and projects. This includes participating in both individual service and National Honor Society Southview Chapter group service. All students will be required to complete 15 hours of approved individual service hours; a portion of which shall be outside Southview or Southview-associated groups. Individual service will include a minimum of five hours deemed as “out-of-self” in which the student will complete service to others outside of his customary activities. All students will attend Open House and 8<sup>th</sup> Grade Open House, will serve on a National Honor Society committee, will participate in weekly tutoring, and will attend two additional NHS group-sponsored activities. Absences may be excused by the Chapter Advisor on a case by case basis.

**CHAPTER OFFICES:** Chapter officers will include President, Vice President, Secretary, Treasurer and Historian. All officer positions are under the guidance & supervision of the Chapter Advisor and Principal.

Officers for the upcoming term will be elected at the end of each school year. All members will be eligible to run for an officer’s position. A simple majority vote will determine the officers 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.

In the event an officer is unable to fulfill his duties, a replacement shall be chosen following the procedures set forth in the Sylvania Southview NHS Constitution Article VI sections 8 and 9.

**The duties of the Chapter President shall include:**

- Assisting the Advisor in preparing the meeting agenda for each Chapter meeting.
- Presiding over all meetings of the Chapter under Robert's Rules of Order.
- Prior to a Chapter meeting, confirming that the Chapter Secretary has published meeting minutes from the previous meeting.
- 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.
- Presiding over meetings of the Chapter when the President is unable to attend for any reason.
- 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.
- Coordinating and maintaining an in-school tutoring program along with the Tutoring Committee under the guidance the supervision of the Chapter Advisor and the Assistant Principal of Curriculum.
- Receiving and maintaining a record of each member's contributions in the specific areas of Leadership and Service.
  - Individual Service hours – Regular vs Oout-of-self
  - NHS Group Service Hours
  - Hours to be posted on Google Docs monthly
- Presiding over the Committees
- 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:**

- Maintaining a current roster of Chapter membership.
- Maintaining accurate records of attendance at all meeting and events.
  - Coordinate attendance with the service records of the Vice-President
  - Notify the Advisor when a member has reached the “warning threshold for excessive absences”
    - Two unexcused absences
    - a combination of one absence plus 2 tardies
    - 5 tardies
- Recording and publishing the official minutes for each Chapter meeting.
- Subsequent to a Chapter meeting, including a meeting attendance summary in the Chapter’s meeting minutes.
- Communicating with members via the Chapter’s bulletin board, the school’s daily announcements, through the NHS Facebook page, and via email for the purpose of notifying the Chapter’s membership of upcoming meetings, activities, and fund raisers.
- 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 Treasurer shall include:**

- Maintaining all financial records for the chapter
- Coordinating all sales and fundraisers
- Assisting the Advisor in counting and depositing all monies received
- 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 Historian shall include:**

- Maintaining the Chapter's bulletin board so as to be current and informative with regards to the Chapter's meetings, activities, and fundraisers.
- Presiding over the Publicity Committee to ensure the NHS board is kept current.
- Taking photographs or videos of members and guests participating in all activities and events
- Creating a slide show of activities for the Senior Cord Ceremony "pre-show"
- Serving as a voting member of the Chapter's Executive Committee.
- Actively assisting the President in presiding over the Chapter's induction ceremonies.