

*Constitution of the  
National Honor Society  
Of Secondary Schools*

*Sylvania Southview High School  
Chapter*

*Amended/Adopted April 29, 2014*

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# *Article I*

## *Name and Purpose*

### **Section 1**

The name of this chapter shall be the SYLVANIA SOUTHVIEW HIGH SCHOOL chapter of the Nation Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the members of the National Council.

### **Section 2**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

# *Article II*

## *The Faculty Council*

### **Section 1**

The Faculty Council shall consist of five voting faculty members appointed annually by the Principal. No Principal or Assistant Principal may be included on the Faculty Council.

### **Section 2**

The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

### **Section 3**

The Chapter Advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council.

### **Section 4**

The Faculty Council shall meet at least once a year to select members.

## **Section 5**

The standing council, or a new council selected by the Principal, shall convene as necessary to consider non-selection, dismissal, warning cases, and other disciplinary actions.

# *Article III*

## *Selection of Members*

## **Section 1**

Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship (GPA), character, leadership, and service.

## **Section 2**

Junior and Senior candidates shall have a minimum cumulative scholastic average of 3.6 without any rounding.

## **Section 3**

Any Junior who meets the scholastic requirement of this constitution by the end of the seventh academic semester shall be considered eligible for membership. Any Senior who meets the scholastic requirement of this constitution by the end of the eighth academic semester shall be considered eligible for membership. All eligible candidates shall be invited to receive information about submitting credentials for membership.

## **Section 4**

All candidates who submit their credentials in a timely fashion shall be evaluated on the basis of character, leadership, and service by the Faculty Council.

## **Section 5**

The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

## **Section 6**

A brief description of the selection procedure shall be published in the Southview Student Handbook or a comparably well circulated publication. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society

## **Section 7 – TRANSFER MEMBERSHIP**

- (1) An active member of the National Honor Society who transfers from this chapter shall be given a letter signed by the Principal or the Chapter Advisor indicating his membership status.
- (2) An active member of the National Honor Society who transfers into this chapter must present a letter indicating his current membership status and be signed by the Principal or Chapter Advisor of the school from which he transfers.
- (3) Upon submission of said letter, the student shall automatically be accepted as a member of this chapter of the National Honor Society. This student must meet all of the chapter's admission standards within one semester in order to retain membership.

# *Article IV* *Membership*

## **Section 1**

A candidate shall be considered a member of the National Honor Society when officially inducted.

## **Section 2**

Once inducted, members have the responsibility to maintain or exceed the admission standards of this constitution. This includes participating in both individual service and National Honor Society group service as defined in the Southview Chapter of the National Honor Society Bylaws and Protocol. Absences may be excused by the Chapter Advisor on a case by case basis.

## **Section 3**

Membership in this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at graduation.

## **Section 4**

Active members shall have voice and vote in the chapter and may hold office.

## **Section 5**

Members who resign or are dismissed shall never again be eligible for membership or its benefits.

# *Article V*

## *Dismissal and/or Disciplinary Action*

### **Section 1**

Any member who, after receiving membership, falls below a minimum cumulative scholastic average of 3.6 without rounding at the close of a quarter or fails to maintain the other standards which were the basis of his selection shall be promptly warned in writing. A member is only allowed one warning period for the duration of his membership. Exceptions may be issued on a case by case basis by the Faculty Council or Chapter Advisor. In cases of flagrant violation or school rules or civil laws, member does not necessarily have to receive a warning.

### **Section 2**

Upon receiving a warning, the individual shall be given a reasonable amount of time in which to correct the deficiency. The length of this “warning period” shall be determined by the Chapter Advisor.

### **Section 3**

If, at the end of this warning period, the student has not corrected the deficiency, a case for disciplinary action (dismissal, suspension, etc.) shall be presented to the Faculty Council for review. In cases of a continued, obvious, measurable deficiency from the admission standards (e.g. scholarship), a review by the Faculty Council shall not be necessary for dismissal. Any second violation of the selection standards shall result in an immediate review for dismissal by the Faculty Council, with NO warning or warning period required. Again, dismissal for a continued, obvious, measurable deficiency does not require review by the Faculty Council. The Chapter Advisor shall be responsible for handling all disciplinary actions that are not referred to the Faculty Council.

### **Section 4**

In all cases of disciplinary action and/or impending dismissal with the exception of dismissal due to scholarship, a member shall have the right to a hearing before the Faculty Council. Actions taken by the Faculty Council must be by a majority vote.

### **Section 5**

A member must be notified of his dismissal in writing at the first available opportunity.

### **Section 6**

A member who has been dismissed may appeal the decision of the Faculty Council under the rules for disciplinary appeals of the Sylvania School District.

# *Article VI*

## *Officers*

### **Section 1**

The officers of this chapter shall be the President, Vice-president, Secretary, Treasurer, and Historian.

### **Section 2**

The officers of the chapter shall be elected to a one year term at the last regular meeting of the year. A majority of the total number of the votes cast shall be necessary to elect any officer of this chapter.

### **Section 3**

It shall be the duty of the President to preside at the meeting of this chapter and to fulfill all other duties as prescribed in the Chapter's Bylaws and Protocol.

### **Section 4**

The Vice-president shall fill the chair of the president in his absence and shall fulfill all other duties as prescribed in the Chapter's Bylaws and Protocol.

### **Section 5**

The Secretary shall keep the minutes of the meeting, a record of all business, and records on file and shall fulfill all other duties as prescribed in the Chapter's Bylaws and Protocol. He shall, with the approval of the Principal or the Chapter Advisor, certify to the National Secretary of the National Council the names of all members for the current school year on the Annual Report submitted to the National Headquarters.

### **Section 6**

The Treasurer shall receive and disburse all funds of the chapter, shall keep an accurate account of the receipts and disbursements of the chapter in accordance with school regulations, and shall fulfill all other duties as prescribed in the Chapter's Bylaws and Protocol.

### **Section 7**

The Historian shall maintain a visual (photographs and video) record of the activities of the Chapter and shall fulfill all other duties as prescribed in the chapters Bylaws and Protocol.

### **Section 8**

If an officer becomes unable to fulfill his duties during the first semester of the school year, a new election shall be held. In the event that the officer is the

president, the vice president shall become president and a new election shall be held for vice-president.

### **Section 9**

If an officer becomes unable to fulfill his duties during the second semester of the school year, the executive committee shall appoint a member to fill the position. Every member of the chapter shall be eligible to submit his name for consideration. In the event that the officer is the President, the Vice-president shall become President and the Executive Committee shall appoint a Vice-president. Such appointments shall be made by a majority vote of the Executive Committee.

### **Section 10**

An officer may be removed from office by a two thirds vote of the chapter or by the Faculty Council as a means of disciplinary action in accordance with the procedure for disciplinary action as stated in Article V.

## *Article VII*

### *Executive Committee*

### **Section 1**

The Executive Committee shall consist of the five officers of the chapter and the Chapter Advisor.

### **Section 2**

The Executive Committee shall have general charge of the day to day business of the chapter. Any action on the part of the Executive Committee may be subject to the review of the chapter.

### **Section 3**

The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations as well as the guidelines of the National Honor Society.



# *Article VIII*

## *Supervision*

### **Section 1**

The activities of this chapter shall be subject to the approval of the Principal.

# *Article IX*

## *Meetings*

### **Section 1**

The regular meetings of this chapter shall be held monthly during the school year on days designated by the executive committee, unless the executive committee designates that they shall not be held.

### **Section 2**

Special meetings, approved by the executive committee, may be called by the president.

### **Section 3**

Students are expected to be present at and on time for all meetings and scheduled events. Late arrival shall be considered equivalent to 1/3 of an unexcused absence. Students who have an unexcused absence for three meetings or events during the school year will face disciplinary actions including possible dismissal as outlined in the constitution Article V section 1.

# *Article X*

## *Amendment Process*

### **Section 1**

This constitution may be amended by a two thirds vote of the chapter.

## **Section 2**

A proposed amendment must be submitted to the chapter for vote and final, written form.

## **Section 3**

Before a proposed amendment can be voted on by the chapter, it must first meet with the approval of the Executive Committee.

## **Section 4**

The Executive Committee shall ensure that all proposed amendments are consistent with the National Constitution and with the rules and regulations of the school system. The committee shall also ensure that all proposed amendments constitute a necessary, permanent change to chapter policy.

## **Section 5**

Once an amendment has been ratified, it is considered immediately functional and its effects may only be removed by another amendment.

## **Section 6**

All proposed amendments shall clearly state which areas of the standing constitution will be effected should the amendment be ratified. If the proposed amendment is intended to address an issue that is not addressed by the standing constitution, this must also be clearly stated.

## **Section 7**

All amendments shall be written as corrections to the standing constitution. Ratified amendments will remove the functionality of the associated portion(s) of the standing constitution. A copy the previous constitution(s) will be made available for viewing.

## **Section 8**

An amendment, once ratified, shall be considered part of the standing constitution in all future issues.

## **Section 9**

No amendment shall be deemed necessary if the sole purpose for the change in the Constitution is for the correction of typographical errors; to include punctuation, spelling, and/or the font or other stylistic elements of the document.