



THE COLUMBUS SCHOOL
NATIONAL HONOR SOCIETY BYLAWS

August 2019



ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be The Columbus School National Honor Society.

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 The Columbus School.

ARTICLE II: LOCAL CHAPTER AND NHS CONSTITUTION

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution (See www.nhs.us/constitutions).

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school Principal.

Section 4. Nondiscrimination. 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, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline and dismissal of members.

ARTICLE III: THE PRINCIPAL

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE IV: THE CHAPTER ADVISER

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE V: FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. 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 Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

ARTICLE VI: MEMBERSHIP

Section 1. Membership is both an honor and a responsibility bestowed upon a student.

Section 2. Selection for membership is held by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 3. Membership in this chapter shall be known as active, honorary, and graduate. Active members have a voice and vote in chapter affairs and shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 4. The Faculty Council shall reserve the right to award honorary membership 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. Honorary members shall have no voice or vote in chapter affairs.

Section 5. Candidates become members when inducted at a special ceremony.

Section 6. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 7. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 8. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE VII: ELEGIBILITY OF MEMBERS

Section 1. Candidates eligible for selection to this chapter must be members of the sophomore, junior or senior class. Freshmen are not eligible according to the NHS Constitution.

Section 2. To be eligible for selection to membership in this chapter, candidates must have been in attendance at The Columbus School the equivalent of one semester.

Section 3. Candidates eligible for selection to this chapter shall have a minimum cumulative grade average of 85% or 3.5 on a 4.0 scale in the previous school year.

Section 4. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership and character. Their information and data (discipline records, GPA, service hours, etc.) from the previous school year will be considered in this selection process.

Section 5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 6. The selection of active members shall be held once a year during the first academic period of the school year.

Section 7. Prior to the final selection, the following shall occur:

- A. Students academic records shall be reviewed to determine scholastic and character pillars for eligibility.
- B. All students who are eligible by the pillars of character and scholastically shall be notified and asked to complete and submit the candidate information form for further consideration.
- C. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- D. The Faculty Council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criterion for membership.

Section 8. Candidates become members when inducted at a special ceremony.

ARTICLE VIII: OBLIGATIONS OF MEMBERS

Section 1. To maintain membership NHS members MUST:

- Maintain a 3.5 GPA per academic period or they will be warned to prevent a possible drop on the cumulative 3.5% GPA at the end of the academic school year, that could be a cause of dismissal.
- Maintain a cumulative 3.5 GPA at the end of the academic school year.
- Can not have disciplinary issues such as serious faults, accumulation of minor faults, violation of the school rules or the law in general, as well as actions against the school values (trustworthiness, respect, responsibility, fairness, caring, citizenship).
- Students must maintain high standards in Behavior and Academic Responsibility; if a student receives two one's in any of these grades will receive a warning ticket. If after the warning he or she receives again two one's in the same category he/she may be dismissed from NHS after having a hearing opportunity.
- Following the high standards for NHS students, the maximum unexcused absences permitted is 18 blocks. If a student meets this limit he or she can be dismissed of NHS after a hearing opportunity.
- Attend all NHS meetings. If they fail to comply they will be promptly warned. (More than 2 excused and 1 unexcused absences will be cause of dismissal).
- **Maintain the 4 pillars of the National Honor Society** as described in the **NHS Constitution** and the current **Columbus School NHS By-laws**.
- Complete thirty (30) hours of certified service per year and ought to have mandatory participation in one all-member NHS event per school year.
- Participate in at least 2 activities for fund raisings for NHS.
- They are required to attend one "Heroe Camina" activity each semester which means 2 per year. If they sign to participate and do not show up, they need to excuse their absence within 24 hours of anticipation, and must give up the double of time the next time.
- Students who sign up for a service activity and fail to attend (unless properly and in advanced excused) must give up the double of time in a different activity.

ARTICLE IX: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. (See Annex 1).

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law in the case of our school minor and/or serious faults), a member does not have to be warned based on the failure to fulfill the standard for Character.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. *(Note: This hearing is required and is considered "due process" for all members*

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the Principal.

Section 7. NASSP shall hear no appeals in dismissal cases.

Section 8. Members who do not correct deficiencies for which they were warned in the appropriate length of time will be subject to dismissal. The decision for dismissal is made solely by the Faculty Council. The following is a partial list of bases for dismissal:

- A. More than three (3) absences from meetings (2 excused / 1 unexcused)
- B. A GPA average below 3.5 for any quarter, will be warned.
- C. An NHS student who's cumulative GPA for the year falls below 3.5 will be considered for dismissal.
- D. Flagrant violation of school rules or civil laws.
- E. Chronic disregard for school rules.
- F. Cheating on any significant work (i.e., tests, papers, etc.,)
- G. An increase record of tardies or unexcused absences, according to vice-principal official records.

(Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

ARTICLE X: CHAPTER OFFICERS AND DUTIES

Section 1. The officers of the chapter shall be elected democratically by the members of the chapter.

Section 2 The President. The President is assigned the labor of fulfilling the NHS Charter and maintaining the unity within the members of NHS.

Section 3 The Vice President. The Vice President supports the President in his/her actions and takes the role of President in his/her absence.

Section 4 The Treasurer. The Treasurer must keep track of all transactions related to NHS and work with the President to organize events that provide income for the organization.

Section 5 The Communicator/Historian. The communicator/historian is in charge of diffusing all information related to events and meetings to the NHS community. The communicator/historian is in charge of the social media accounts for the organization as well as the maintenance of member databases. The communicator/historian must also maintain detailed descriptions of events and meetings involving the NHS community.

Section 6 The Secretary. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence, as well as organize paperwork regarding the election process. Also, the secretary must keep track of community service hours handed in by each chapter member, assist the President and Faculty Adviser when necessary, keep detailed recordings of what happens during Chapter's meetings and record members' attendance at National Honor Society events and meetings. Some hours will be registered via google drive, with previous authorization.

Section 7. New officers shall be installed at a special ceremony. The selection process shall be held on late April and all candidates may have 1 week to run the campaign. Elections must be held transparently and all members have the right to vote. The presidential candidates may only be juniors.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations

ARTICLE XII: MEETINGS

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings is determined by the urgency of the situation and the chapter president may call special meetings if approved by the executive committee.

Section 3. There shall be at least one (1) meeting per bimester to discuss progress made throughout the bimester. Attendance of this meeting shall be obligatory for all members of NHS.

Section 4. The NHS board must create a yearly diagram to plan all activities and execute them effectively.

ARTICLE XIII: ACTIVITIES

Section 1. All members shall regularly participate in NHS activities.

Section 3. NHS projects and activities 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; be well planned and organized.

Section 4. Each member shall have the responsibility for choosing, organizing, and participating in an individual/group service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. Each chapter shall publicize its projects in a positive manner.

Section 6. Each year NHS must have at least one event.

ARTICLE XIV: OFFICIAL INSIGNIA

Section 1. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear the NHS emblem.

Section 2. Any member who resigns or is dismissed shall return the emblem and the membership card to the chapter adviser.

Section 3. The motto of the National Honor Society shall be *Noblesse Oblige*.

Section 4. The official colors of the National Honor Society shall be blue and gold.

ARTICLE XV: COMMUNITY SERVICE HOURS

Section 1. All members must complete at least 30 hours of service every school year, divided by 15 hours each semester, that is to say that by the second week of December all members must have evidenced at least their first 15 hours, and by the last week of May all members shall turn in 30 hours of community service approved by the Faculty Advisor.

Section 2. Hours that aren't recorded by the Secretary in the NHS Service Hours File, will not be taken into consideration. **Section**

3. Failure to comply with the required hours will result in dismissal from the organization. different from the "Alfabetización".

ARTICLE XVI: RATIFICATION / APPROVAL

Section 1. These bylaws will be approved upon receiving a majority affirmative vote of the Faculty Council, and approval by the High School Principal.

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

Section 3. All members of NHS have read, understand and agree with the Bylaws established above.