



## THE COLUMBUS SCHOOL NATIONAL HONOR SOCIETY BYLAWS

### 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 CHAPTERS AND NHS CONSTITUTION

**Section 1.** The present bylaws shall be consistent with the NHS Constitution

### 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 an honor bestowed upon a student. Selection for membership is by a 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 2.** Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

**Section 3.** 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 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** 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 6.** 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 7.** Members who resign or are dismissed are never again eligible for membership or its benefits.

## **ARTICLE VII: SELECTION OF MEMBERS**

**Section 1.** To be eligible for membership the candidate must be a sophomore, junior or senior (Freshmen are not eligible). Candidates must have been in attendance at the school the equivalent of one semester.

**Section 2.** The minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent. Candidates shall then be evaluated on the basis of service, leadership, and character. The following are all conditions to maintain NHS membership.

- NHS members must maintain a GPA of **85%** each Quarter. Students who fall below the standards of 85% grade point average (GPA) (at any time after induction), will have one marking period to reestablish their average. If he/she fails to do so, they will be removed from The Columbus School NHS chapter and will not be eligible for reinstatement.
- Disciplinary issues such as a 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) are causes of dismissal from NHS.
- NHS members must also complete thirty (30) hours of certified service per year and ought to have mandatory participation in one all-member NHS event per school year. They also need to attend one “Heroe Camina” activity each semester which means 2 per year. New inducted members are required to serve the same amount of service hours as regular members. Students who sign up for a service activity and fail to attend (unless properly excused) shall be deducted half of the service hours he promised to complete.
- NHS members must attend all NHS meetings. Two unexcused absences will result in dismissal from NHS.
- NHS members must **maintain the 4 pillars of the National Honor Society** as described in the **NHS Constitution** and the current **Columbus School NHS By-laws**.
- In the case of new members, their information and data (discipline records, GPA, service hours, etc.) from the previous school year will be considered for the selection process and for granting or denying membership to NHS.

**Section 3.** 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.

## **ARTICLE VIII: 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 –Ed.)*

**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 and thereafter under the same rules for disciplinary appeals in the school district.

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

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

## **ARTICLE IX: 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 right to vote. The presidential candidates may only be juniors.

## **ARTICLE X: 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 XI: 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 XIV: 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 XV: 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 XVI: 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".

The members of the NHS executive council agree with the Bylaws established above.