

# John Foster Dulles Chapter National Honor Society By-laws

## Article I: Name of Organization

The name of the chapter will be the THE JOHN FOSTER DULLES chapter of the National Honor Society.

## Article II: General Purpose

The purpose of the chapter will be to promote and recognize in students a sense of honor, including service to the community, leadership in school matters, exemplary character and outstanding scholastic performance.

## Article III: Powers vested in the Organization

Section I: The chapter members shall establish goals regarding ways to improve Dulles High School and fundraise projects for the purpose of funding scholarships for members and donations to the community.

Section II: The principal reserves the right to approve all activities and decisions of the chapter. This authority extends to the selection and dismissal of members.

## Article IV: Definition of Membership

Section I: Membership in this organization is based upon honorable deportment, scholarship, leadership, character, and commitment to service.

Section II: Membership in the DHS chapter of NHS will follow the criteria for membership as outlined in the national bylaws.

## Article V: Honor Society Code of Ethics

1. Trustworthiness: reputation free of any hint of impropriety
2. Respect for authority and for school rules
3. Courtesy to all people at all times
4. Compassion for those less fortunate

## Article VI: Nomination and Selection of Members

Section 1: The election of members to NHS shall be made by a school council consisting of five faculty members: teachers representing all academic disciplines

Section 2: A student who is a junior or a senior is eligible for membership following the completion of one full semester at Dulles High School.

Section 3: A student will be expected to submit a record of eight to twelve hours of service within or outside of the Dulles High School community; and three NHS sponsored hours as specified by the officers and advisers of the year he/she is applying for membership.

Section 4: The prospective member shall submit completed forms to the faculty adviser by the date specified by officers and advisers.

Section 5: A student shall become a member upon meeting the criteria of scholarship, leadership, character, and a commitment to service as defined in the national constitution and upon completing the local school council review and acceptance by the council.

Section 6: A candidate will submit a list of five of their past and present teacher's names. Two of which must be from the current year, and three must be from previous years.

Section 7: The nomination is considered approved if three or more members of the school council vote in favor. Abstentions count to the negative.

Section 8: A \$15 membership fee is required for each member per year. On-line payment is available through FBISD's payment website.

Section 9: A candidate who transfers from to a new school and provides verification of NHS membership to the new school will be accepted in the new school's chapter. In order to retain membership, the transfer member will be given a reasonable amount of time to meet the new chapter's standards. The time allowed will be determined by the school council and cannot be less than one full semester.

Section 10: The nomination process and criteria and the selection process by the NHS school council must be public information that is available to students and parents. The chapter will publish this information through one of the following methods: the Dulles NHS website

(<http://dullesnhs.wix.com/site>), school publications such as the student handbook, the school newspaper, or the school-to-parent newsletter or the

chapter will make such information available upon request. A schedule of deadlines (application for membership, awards ceremony, etc.) will also be included in this information.

Section 11: Members will be inducted into NHS during a formal candlelight ceremony to which the public is invited. Members are expected to meet all criteria and are subject to demerits upon receipt of the acceptance letter.

#### **Article VII: Meetings, Special Sessions, Projects, and Meeting Attendance**

Section 1: Regular meetings shall be held once a month unless the chapter determines otherwise.

Section 2: The President, any three members, or the principal may call special meetings.

Section 3: Two-thirds of the voting members of DHS NHS chapter shall constitute a quorum and shall be sufficient and necessary to carry on NHS business.

Section 4: Parliamentary procedures shall govern all meetings.

Section 5: All members must participate in the minimum service hours and activities presented at the beginning of each school year. If a member does not participate in the manner in which the guidelines and service hours are presented, they will be assigned extra duties as determined by the Faculty Council and they may be dismissed from the program.

Section 6: All members must participate in the minimum service hours, meetings, and activities required by NHS. They must attend all meetings and meet deadlines and expectations. If three deadlines, meetings, or other requirements (or any combination thereof) are not satisfactorily met, the member will be dismissed with the option of appearing before faculty council.

#### **Article VIII: Duties and Responsibilities of the Organization, Officers, Members, and Advisers**

Section 1: The officers of the Dulles chapter of NHS shall consist of six officers including President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.

Section 2: All officers will appropriately represent the chapter and the school at all times; be enthusiastic and proactive while participating in any and all NHS activities; and encourage all NHS members to excel in the completion of their projects

Section 3: Officer Duties will include but will not be limited to the following - attendance records, service forms, project authorization, project supervision, planning and conducting meetings, maintaining structure at NHS meetings and activities, Induction of new members, attendance at officer planning meetings, maintaining the NHS board and all appropriate communication with members. Other duties can and will be assigned when the occasion is necessary. It will be the shared responsibility of the advisers and all officers to make sure all duties are completed.

Section 4: The chapter's liaison to the student council shall attend all DOC meetings. The executive committee shall appoint this individual.

Section 5: The adviser shall be familiar with the handbook and have a working knowledge of the National Honor Society Constitution and chapter bylaws.

Section 6: The advisers and officers shall approve all projects, keep records, and attend all functions of the society.

Section 7: The advisers will create a class of NHS members for the computer in order to keep track of all service hours and other organizational matters.

Section 8: The advisers will query the data clerk each six weeks for discipline data.

Section 9: The advisers will request that the principals' secretaries give copies of any discipline slips issued for members who are accused of cheating or other dishonorable conduct, which might bring embarrassment upon the organization.

#### **Article IX: Electing Officers and Filling Vacancies**

Section 1: Officer positions will be chosen by sponsors after interviewing past and present teachers, conducting face to face interviews, reviewing answers to written questions.

Section 2: In the event that a vacancy occurs, a meeting of NHS shall be called within four weeks of the time of the vacancy. At that time, a new officer will be elected.

Section 3: An officer may be dismissed for failure to do his/her designated duties or for failure to maintain the guidelines under which he/she was inducted into the society.

#### **Article X: Discipline and Dismissal**

Section 1: Any member who falls below the scholarship standard of 4.5 on a 6.0 GPA scale shall

be promptly warned in writing that he or she has one marking period to attain the 4.5 cumulative standards. If the member fails to do so, due process procedures will be taken which may result in the member's dismissal.

Section 2: Senior members who are eligible for wearing the NHS collar at graduation must have a minimum 4.5 on a 6.0 GPA scale at the end of the grading period when the Registrar runs the appropriate GPA report. If a senior member does not have the required GPA, they will be denied the opportunity to wear the NHS collar at graduation.

Section 3: Any member who violates the code of ethics, the other three criteria for admission, or any school rules or civil laws shall appear before school council to determine whether or not dismissal is appropriate.

Section 4: When a member is dismissed, he or she must be notified in writing and his or her emblem and membership card returned to the faculty adviser. His or her name and dismissal date must be indicated on the annual report submitted to the national office of NHS.

Section 5: A member under consideration for dismissal has a right to a pre-dismissal hearing with the NHS school advisory committee.

Section 6: A member should be allowed to appear before the Faculty Council. Parents may be present but the primary focus of the hearing is to allow the member to present his or her case.

Section 7: Dismissal decision may be appealed according to Dulles' rules for disciplinary appeals.

Section 8: Dismissal case appeals will not be heard by the NHS national office or by the National Association of Secondary School Principals.

Section 9: If an inducted member is dismissed based on violation of the code of ethics outlined in the bylaws they may not be instated the following year.

Section 10: A prospective member who has documented code of ethics violations may not apply for induction for one calendar year after the incident took place.

Article XI: Ratification of Bylaws

The bylaws must be accepted by a majority vote of the NHS chapter members and approved by the Faculty Council and the principal.

Article XII: Amending the Bylaws

Section 1: A specially appointed committee should draft the revision and then have the revisions reviewed by the members.

Section 2: An amendment shall require two-thirds of the membership's vote before it is accepted into the local bylaws.

Approved (date) September 25, 2017

Sponsor: Mary Mejia

Signature: [Handwritten Signature]

Sponsor:

Signature: [Handwritten Signature]

President: Angelina Zhang

Signature: \_\_\_\_\_

Principal: Dr. Jennifer Nichols

Signature: [Handwritten Signature]

*Revised August 2017*

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