

By-Laws for the Clay High School Chapter of the National Honor Society of Secondary Schools

Updated: April 2019

Article I Name and Purpose

- Section 1 The name of this chapter shall be the Clay High School Chapter of the National Honor Society of Secondary Schools.
- Section 2 The purpose and object of this chapter shall be to create an enthusiasm for **scholarship**, to stimulate a desire to render **service**, to promote worthy **leadership**, and to encourage the development of **character** in students of Clay High School.

Article II Powers

- Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions for a full copy of this Constitution.
- Section 2. The chapter advisor(s) is/are 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. (See Article V, Section 1 of the National Constitution.)
- Section 4. The Clay High School 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 Membership

- Section 1 Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be known as active, graduate, and honorary. The graduate, and honorary members shall have no vote.
- Section 2 Membership of this chapter shall be based on **scholarship**, **service**, **leadership**, and **character**.
- Section 3 Candidates eligible to election in this chapter shall have maintained a 3.5 grade point average in their respective classes in **scholarship** and 3.65 beginning with the class of 2024. They shall have spent at least one year as a student at Clay High School. Students who are members of NHS from a previous school and who transfers to Clay, shall immediately become a full member of the Clay High School Chapter and be responsible for retaining the qualifications as such.

- Section 4 The principal or their designee shall present to the advisor(s) a list of eligible juniors and seniors arranged according to scholarship rank. The members of the faculty committee shall then rank the eligible pupils in **service**, **leadership** and **character** as described in the application process.
- Section 5 The election of members to this chapter shall be by the faculty council.
- Section 6 Upon eligible and successful application to the Clay High School National Honor Society in the Fall semester, the status of Provisional Candidate shall be bestowed upon the student. Full membership into National Honor Society is achieved and bestowed in the Spring semester after the candidate has demonstrated their commitment to service, leadership, and character. This criteria shall be delineated as part of the application process.
- Section 7 Any active member or Provisional Candidate who falls below the standards, which were the basis for his/her election to membership, shall be promptly warned in writing and given a semester to correct the deficiency, except in the case of flagrant violation of school rules or civil laws, a member does not have to be warned.
- If a member is dismissed, written notice of the decision shall be sent to the member, his/her parent, and the principal.
- In all cases of dismissal, a member shall have a right to a hearing before the faculty council; the principal will preside over the proceedings.
- A member who has been dismissed may appeal the decision under the same rules for disciplinary appeals in the school district.

Article IV Officers

- Section 1 The officers of this chapter shall be President, Vice President/Parliamentarian, Senior Secretary, Treasurer, Public Relations Officer, and Junior Secretary/Historian. The Executive Committee shall consist of the President, Vice President, Senior Secretary, Public Relations Officer, and Treasurer.
- Section 2 Determination of Officers of Clay High School National Honor Society shall be done by consensus of the Executive Committee in the Spring semester prior to those seniors graduation; after an interview process of candidates who have declared themselves for specific officer eligibility. The NHS Faculty Advisor(s) shall oversee the interviews and observe the officer selection but shall not have influence in the decision. The Officer selection shall be accepted by the voting NHS body by a single vote of affirmation.
- Section 3 It shall be the duty of the President to preside at all meetings and hold final student responsibility for the functioning of this Chapter.
- Section 4 It shall be the duty of the Vice President/Parliamentarian to fill the chair of the president in his/her absence and to ensure the functioning of meetings according to Roberts Rules of Order.
- Section 5 It shall be the duty of the Treasurer to receive and disburse all receipts relating to fundraisers or service projects. He/she is in charge of fundraisers for that year. Also, he/she shall keep accurate account of receipts.

- Section 6 It shall be the duty of the Public Relations Officer to inform members of possible volunteer opportunities. Also, he/she is responsible for compiling information and stories to publicize the activities of the chapter.
- Section 7 It shall be the duty of the Senior Secretary to keep track and maintain a functional record of volunteer hours for Seniors and the Junior Secretary to do the same for Junior members.
- Section 8 It shall be the duty of all officers to preside over the induction ceremony and service project(s) for the chapter.
- Section 9 Other and specific duties of officers shall be made known to them at the time of application for interview and are subject to adjustment by the president and/or faculty advisor(s).
- Section 10 Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Article V Executive Committee

- Section 1 The executive committee shall consist of the President, Vice President, Senior Secretary, Treasurer, and Public Relations Officer. The principal shall be an ex officio member.
- Section 2 The executive committee shall have general charge of the meetings and business of the chapter, but any action on the part of the executive committee may be subject to the review of the chapter.
- Section 3 The advisor(s) shall oversee the executive committee.
- Section 4 The executive meetings will be held once a month.

Article VI Meetings

- Section 1 Special meetings, approved by the advisor(s), may be held under the call of the president.
- Section 2 All meetings shall be held once a month.
- Section 3 All meetings shall be open meetings and shall be held under the supervision of the principal or advisor(s).
- Section 4 This chapter shall conduct its meeting according to Robert's Rules of Order, in all points not expressly provided for in the constitution of this chapter.
- Section 5 Members and provisional candidates are expected to attend all chapter meetings and events.

Article VII Activities

- Section 1 The chapter shall determine one or more service projects for each year.
- Section 2 All members and provisional candidates shall regularly participate in these projects.
- Section 3 These projects 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, and be well planned, organized, and executed.
- Section 4 Each member and provisional candidate shall have the responsibility for choosing and participating in an *individual* service project that reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. This project must be completed before the Spring Induction Ceremony.
- Section 5 The chapter shall publicize and promote its projects in a positive manner

Article VIII Emblem

- Section 1 Each member of this chapter shall be entitled to wear the emblem adopted by the National Society.
- Section 2 Any member who withdraws or is dropped from the chapter shall return the emblem to the chapter.

Article IX Ratification, Approval, and Review

- Section 1 These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.
- Section 2 These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

Article X Amendments

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote and with the support of the advisor(s) and principal. The exceptions are Articles regarding selection and discipline which may only be brought forth by the advisor(s) and principal.