

**Bylaws for M.E. Illick Chapter of National Honor Society  
Saucon Valley High School**

**Article I. Name and Purpose**

Section 1: The name of this chapter shall be the M.E. Illick Chapter of the National Honor Society of Saucon Valley High School.

Section 2: The purpose 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 Saucon Valley High School.

**Article II. Principal, Adviser, and Faculty Council**

Section 1:  
The Principal The principal shall reserve the right to approve all activities and decisions of the chapter, and, shall annually appoint a chapter adviser, who may serve consecutive terms.

Section 2:  
The Adviser The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall regularly review each member for compliance with Society standards and obligations. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 3:  
Faculty Council

- a. The Faculty Council shall consist of five voting members appointed annually by the adviser and approved 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.
- b. The term for the members of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- c. The Faculty Council shall meet as necessary to review the procedures of the chapter, select members and to consider non-selection, as well as, dismissal, other disciplinary actions and warning cases.

**Article III. Membership**

Section 1: Membership in this chapter shall be known as active, honorary, or graduate. Active members become graduate members upon graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2: Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of service, scholarship, leadership, and character. A more detailed description of the process for selection is detailed in Article IV.

Section 3:  
Obligations

a. GPA: Members must maintain a cumulative 3.6 GPA. If GPA falls below a 3.6, then a warning letter is sent home and the member is given a semester to bring up his or her GPA, at which time a grade report must be submitted to the adviser. If grades are not improved, the member may be considered for dismissal.

b. Projects: All NHS members are required to demonstrate an ongoing service commitment throughout the school year by participating in school wide and/or individually approved projects.

c. Hours: The total number of active hours for each member will equal out to no less than 15 hours of documented service participation per school year. Service hour logs will be submitted three weeks prior to the end of the school year; senior members who do not submit completed service hour logs will not receive cords and/or recognition at graduation.

d. Attendance: Three unexcused absences from meetings may result in suspension from NHS. Suspension may be appealed. Excused absences must be written down and given to an adviser, preferably in advance, who will then determine whether the absence is excusable or not. See Article VI.

**Article IV. Selection of Members**

Section 1: The selection of members to this chapter shall be determined by the Faculty Council consisting of five faculty members appointed by the chapter adviser and approved by the principal. The Faculty Council will use a scoring rubric to evaluate National Honor Society applications. The chapter adviser shall be the sixth, ex-officio member of the Faculty Council and thus will not participate in the actual scoring of applications and selection of applicants. However, the chapter adviser is responsible for ensuring applicants' names are detached from the applications and replaced with number codes to preserve students' anonymity while their applications are being scored by the Faculty Council.

Section 2: Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed no earlier than the first day of the second semester of the school year. In order to be eligible to apply for membership, students must have a cumulative grade point average of 3.6 or higher.
- b. Students who are eligible scholastically ("candidates") shall be notified by mail.
- c. The faculty shall be requested to evaluate each candidate's character in the classroom setting using an online evaluation form provided by the chapter adviser. A second character survey may be sent out during candidate's membership in order to maintain membership.

d. Candidates shall be asked to complete a membership application packet (to be submitted to the adviser in person by the date specified on the application cover page).

e. The application packet will request an essay describing the candidate's leadership qualities and any community service projects that they have already been involved with. The application packet will also request a recommendation letter from a non-faculty member describing the candidate's leadership. The recommendation may also come from a non-faculty member representing the community service project that they were involved with describing the candidate's involvement. (See attached application form and scoring rubric.)

Section 3: The selection of new, active members shall be held once during the spring semester of each school year. Sophomores (rising juniors) and juniors (rising seniors) are eligible to apply.

Section 4: Candidates become members when inducted at the Induction Ceremony, which is usually held during the month of May. An exact date will be announced as the date approaches, on the high school's television broadcast, *Live at 7:35*.

Section 5: An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal [*alt., adviser*].

Section 6: An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

## **Article V. Meetings**

Section 1: General membership meetings will be held on the first Wednesday of every month unless stated otherwise. A member may choose to attend from 2:30-3:00 or 3:00-3:30, depending on if he or she needs to stay for remediation that day.

Section 2: Officer and committee meetings will occur as frequently as needed.

## **Article VI. Unexcused Absences from Meetings**

Section 1: Excused absences must be written down and given/e-mailed to an adviser, preferably in advance, who will then determine whether the absence is excusable or not.

### Section 2: Consequences

a. The first unexcused absence will be forgiven- no action taken.

b. The second unexcused absence will result in the addition of two hours for the school year to the already required 15 hours, with written warning.

c. The third unexcused absence will result in the addition of two hours to the already required 17 hours per school year and a meeting with the advisers to clarify expectations. An extra project may be included with service requirements.

Section 3: The unexcused absences will exist with their consequences for the duration of a member's enrollment in NHS.

## **Article VII. Dismissal**

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the M.E. Illick chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community. A second character survey may be sent out to the teachers during candidate's membership in order to maintain membership.

Section 2: If a member's cumulative grade point average falls below 3.6, he /she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3: Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, insubordination, cheating, plagiarism, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, excessive unexcused absences within the course of one school year, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 5: In cases of pending dismissal, outside of seniors who do not submit fulfilled service hour logs prior to graduation, the following procedure will take place:

a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).

b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

- c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.
- f. Students who are dismissed will not receive any refund in paid dues.

### **Article VIII. Officers**

- Section 1: The officers of the chapter shall be **president, vice president, secretary, and two junior officers**. All officers are expected to attend all meetings and events and serve as role models for the entire membership. They are expected to carry themselves professionally, being ever aware of their responsibility to the pillars of National Honor Society; scholarship, leadership, service, and character.
- Section 2: Student officers shall be elected by the general membership of the M.E. Illick Chapter of the National Honor Society. Elections will usually take place during the month of September, the exact dates to be announced through Saucon Valley High School media. President and vice-president will be elected from the previous year's two junior officers. Prospective candidates for the remaining officer positions may submit their candidacy to the adviser via e-mail at least one week prior to the scheduled election date. The newly elected officers will be announced within three school days of the election, or later if unexpected circumstances arise.
- Section 3: It shall be the duty of the **president** to preside at the meetings for this chapter. The president will work on the creation of meeting agendas. The president will help to run general membership meetings. The president will attend all committee meetings and/or work out a schedule to share these meetings with the vice-president.
- Section 4: The **vice-president** shall preside in the absence of the president. The vice-president will work on the creation of meeting agendas. The VP will help to run general membership meetings. The vice-president will attend all committee meetings and/or work out a schedule to share these meetings with the president.
- Section 5: The **secretary** will be held by a current senior. He or she shall keep the minutes of meetings and be responsible for all official chapter correspondence. In addition, the secretary will be responsible for recording attendance at meetings and activities. The secretary must be adept at using Google Docs and will frequently write emails to the entire membership. Lastly, the secretary will account for financial transactions of the chapter.
- Section 6: The **two junior officers** will automatically become president-elect and vice president-elect, for the following school year, upon their election as junior officers. The officer elections the following year will determine which junior officer will fill each officer position. The junior officers will take attendance and keep the minutes if the secretary is absent from a meeting.

## **Article IX. Activities, Hour Requirements, and Graduation Recognition**

- Section 1: The chapter shall participate in the following service projects for each school year.
- ❖ Community Food Drive
  - ❖ Blood Drive
  - ❖ District Book Drive
  - ❖ Pennies for Patients
  - ❖ Relay for Life
  - ❖ Shave to Save
- Section 2: Members will be expected to complete a minimum of 15 hours of participation per year of membership, with the general membership service projects or individual service projects that reflect his or her particular interests and talents and as approved by the chapter adviser(s). Members must participate in at least two of the NHS sponsored service projects.
- Section 3: A member may count an outside service activity toward his or her required 15 hours for a total of up to 2 hours. However, if the member also makes this opportunity available to other NHS members, then this project may count for a total of 6 hours for all involved.
- Section 4: The general membership and individual member projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; and be well-planned, organized, and executed.
- Section 5: Participation toward the 15 hour per school year requirement will be accurately documented and verified using the chapter generated service hour activity log. Activity log will be passed out at monthly general membership meetings and signed at each service event by any of the officers or adviser. Activity logs will be submitted to officers and/or advisers upon completion of the required total hours.
- Section 6: Service hour logs will be submitted three weeks prior to the end of the school year.
- Section 7: Senior members who do not submit completed activity logs fulfilling the required service hour commitment will not be recognized with the NHS sash at graduation.

## **Article X. Dues**

- Section 1: Annual dues for this chapter shall be \$36.00.

## **Article XI. Amendments**

- Section 1: These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to the members at least one month prior to the vote. The exceptions are Articles IV, VI, and VII (Selection, Unexcused Absences, and Dismissal), which are developed by the advisers and/or Faculty Council with approval by the principal.
- Section 2: Bylaws and amendments must be consistent with the Constitution of the National Honor Society.