

Chapter Bylaws of the Prairie Central High School Chapter of the National Honor Society



ARTICLE I: **NAME**

The name of this chapter shall be the Prairie Central Chapter of the National Honor Society of Prairie Central High School, which appears on the charter granted by the National Administration of National Honor Society. The aforementioned document has been duly signed by the members of the National Council.

ARTICLE II: **PURPOSE**

The purpose of this chapter shall be to:

- 1—create and support an enthusiasm of scholarship,
- 2—stimulate a desire to render service,
- 3—promote worthy leadership,
- 4—encourage development of character,
in the students of Prairie Central High School, CUSD #8.

ARTICLE III: **POWERS**

SECTION 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

SECTION 2: This chapter will maintain an active member of the state association, Illinois, by paying annual dues and participating in state functions when possible.

SECTION 3: The chapter adviser is given authority to supervise the administration of chapter activities, as delegated by the school principal.

SECTION 4: Final authority on all activities and decisions of the chapter resides with the school principal. (Article V, section 1 of National Constitution)

SECTION 5: Non-discrimination. The Prairie Central Chapter of National Honor Society 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 non discrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

1. All applications are blinded—names are removed and Faculty Council votes on applications identified by random numbers, void of individual applicant's identification.
2. The Faculty Council rotates 2-3 teachers a year, so that the council is never the same, abolishing teacher ability to purposefully exclude a student, if somehow he/she identifies the applicant's identity.
3. The NHS adviser, who knows the identities of applicants, so the adviser may not vote in the selection process.
4. Neither the NHS adviser, nor the principal, may dismiss a member without a term of probation (for minor infractions or failure to fulfill chapter obligations) or a trial (for major behavioral infringements of rules). Probation is handled by the chapter adviser; trials are run by the adviser (non-voting), but also include: Dean of Students (VP or AD) (non-voting), 5 Faculty Council members (voting), and the Executive Committee of the school's local chapter (voting).

ARTICLE IV: **MEMBERSHIP**

SECTION 1: Membership of this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

SECTION 2: Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduates upon their graduation ceremony. Graduate and honorary members have no voice or vote in chapter affairs.

SECTION 3: **Eligibility:**

1. Candidates eligible for selection to this chapter must be currently enrolled members of the sophomore, junior, or senior class of Prairie Central High School, CUSD #8.
2. To be eligible for selection in this chapter, the candidate must have been enrolled for the equivalent of one semester at Prairie Central High School.

3. Candidates eligible for election to this chapter must have a minimum cumulative grade point average of 86% or 3.10 GPA.
4. Upon meeting the grade level, school enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character, as presented in their individual applications.
5. Candidates with disciplinary infractions on record (for breaking training rules, civic laws, cheating rules, title 6 violations, bullying, school handbook violations, etc.) may be postponed from acceptance an additional year, so the candidate can show consistent growth past the infraction.
6. Upon induction, members must attend 2/3 of the bi-monthly chapter meetings to remain in good standing.
7. Members who do not meet the chapter requirements (dues, community service hours, NHS hours, fundraising hours, and GPA requirement) will be put on probation for 1 semester. During probation, the student must make-up the work not completed the prior semester or raise his/her GPA back up to the required level. If the student rectifies his/her delinquencies, the student will no longer be on probation. If the student fails to rectify his/her delinquencies, his/her membership will be dissolved, and he/she will be removed from the chapter's roster. Members removed must return all certificates, pins, clothing, etc. that bear the NHS title, logo, or insignia.
8. Members who quit, or are dismissed from Prairie Central's NHS Chapter, are not eligible to reapply or re-join the organization.

ARTICLE V: SELECTION OF MEMBERS

SECTION 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, ex-officio, non-voting member of the Faculty Council.

SECTION 2: The selection of active members shall be held once a year during the second semester of the school year.

SECTION 3: Prior to the final selection, the following shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Students who are academically eligible, shall submit a completed application by the given deadline, complete with: signatures agreeing to NHS guidelines and rules by parent and student, all written essays, and all teacher recommendation forms.
3. The faculty shall be requested, by applicants, to evaluate candidates determined to be scholastically eligible, using the official evaluation form provided by the chapter adviser.
4. The current student chapter members shall fill out votes of confidence on each applicant's character. This form is provided by

- the chapter adviser to the NHS members.
5. The Faculty Council shall review the applications, faculty evaluation forms, NHS member character evaluations, essays, and other relevant information to determine those who fully and best meet the selection criteria for membership.
 6. The Faculty Council shall use the chapter's application evaluation rubric (provided by the adviser) to assess each applicant. Each council member will submit his/her initial opinions (accept or deny) on each applicant, to the adviser. The Faculty Council will then meet to discuss applicants who did not receive a 5-0 or 0-5 vote, as reported to the adviser.
 7. All applicants shall receive a note verifying if they will be inducted or not. Accepted applicants' notes will detail induction specifications. Denied applicants' notes will give specific reasons they were not chosen, so they may build those skills in an attempt to re-apply the following year.
 8. Candidates/applicants become official members when inducted at an NHS candle light induction ceremony.
 9. An active member of the National Honor Society, who transfers from Prairie Central High School, will be given a letter indicating the status of his/her membership to transfer to the new school's chapter.
 10. Any active member from another school's NHS chapter, who transfers to Prairie Central High School, will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain membership requirements, and thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

SECTION 1: Annual dues for this chapter shall be \$20.00. Dues will be payable to the chapter within 30 days of induction for new members, or within 30 days of the first meeting of the year for current members. Students who have not paid within the 30 day timeline, will be charged an additional \$5.00 late fee. Students with financial difficulties may appeal to the chapter adviser for a different form of payment/fundraising.

SECTION 2: Each member of this chapter, who is in good standing with regards to the membership standards and member obligations, shall be entitled to wear the emblem adopted by the National Honor Society.

SECTION 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return all objects bearing the NHS emblem to the chapter adviser.

SECTION 4: EMBLEM & INSIGNIA:

1. Each member agrees that, whether the NHS emblem comes to him/her as a gift, a personal purchase, an award, or from another source, the title to the emblem shall rest with the chapter to which he/she belongs, and therefore the emblem can be commandeered upon dismissal from the chapter. Furthermore, each member agrees that his/her acceptance of the emblem be considered affirmation of this stipulation in regard to the

title of the emblem.

2. Chapter members who are seniors in good standing, shall be granted the privilege of wearing the golden honor cords at graduation.
3. All insignia and NHS emblem bearing goods must be procured from the National secretary of the National Honor Society, Washington DC. All insignia are registered in the United States Patent Office, and cannot be duplicated by anyone. (Special permissions are granted to chapter advisers and principals to use the insignia and emblem for certain communication and publication purposes.)

SECTION 5: PRAIRIE CENTRAL CHAPTER OBLIGATIONS:

1. Members shall attend 2/3 of chapter meetings each semester.
 - a. If a member is more than 5 minutes late to a chapter meeting, he/she shall receive credit for attending $\frac{1}{2}$ the meeting.
 - b. If a member is enrolled in I.C.E., LACC, or other coursework that prevents him/her from regularly attending meetings, he or she may meet with the president to make up credit for attending the meetings he/she missed. These meetings will also count as $\frac{1}{2}$ credit. This stipulation may also be granted by the adviser for other school related absences.
 - c. Members who miss meetings for non-school reasons (e.g. sleeping in, forgot, etc.) may not attain $\frac{1}{2}$ meeting credit for their absences.
2. Members shall maintain a cumulative G.P.A. of 86% (3.10) or higher.
3. Members shall donate a minimum of 7 hours per semester to the free tutoring center. Members will receive no pay in any form for this service. If there are not enough members to fill all the tutoring needs, the adviser may increase this mandatory amount of hours to fulfill the needs of the PCHS student body. This minimum requirement is set by NHS National.
4. Members shall volunteer a minimum of 8 service hours a semester.
 - a. Members must participate at least 3 hours of time toward an NHS service project per semester. Only NHS activities may count toward this category. Activities done in conjunction with other clubs do not qualify. Activities also need to be those chapter functions in which all students can participate.
 - b. Members must participate in an additional 5 hours of volunteer service. These hours may be for any volunteer activity of the student's choice: community based or school based. If the activity is non-NHS organized, the student must bring a note from an authorized manager of the outside event, stating what the event was, how long the student helped, and in what capacity the student helped. If notes become suspicious, the hours may be denied by the chapter adviser.
5. Members shall volunteer a minimum of 2 hours a semester toward fundraising projects for the local chapter's financial needs and programs.
6. Members shall display appropriate traits of character at all times—both inside and outside of school. This means members will not involve

themselves in any illegal activities against civil law or the school handbook.

7. Members will conduct themselves in a positive manner while representing NHS and PCHS in the community.

ARTICLE VII: OFFICERS

SECTION 1: The officers of the chapter shall be: president, vice president, secretary, and treasurer. Alternative officer roles of parliamentarian, historian, and junior class representative(s) may also be elected, if needed or desired. These additional roles may be enacted or abolished by the chapter's Executive Council or chapter adviser.

SECTION 2: Student officers shall be nominated and elected in consecutive meetings in April. All returning members in good standing with the chapter are eligible for a position as an officer. Any active member can nominate an eligible member as a candidate for office. All nominations must be seconded and accepted to appear on the ballot for election at the following meeting.

SECTION 3: Voting shall be by secret ballot. A majority vote shall be necessary to elect an officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

SECTION 4: Student officers shall be sworn in at a small candle light ceremony during the last meeting of the year, at which the seniors are still present. At the completion of this ceremony portion of the meeting, the new officers are officially in command, and the past officers are retired.

SECTION 5: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions. The president shall prepare the meeting agendas. He/she will also run the tutoring program and update hours and records as needed. The president must be a senior.

SECTION 6: The vice-president shall preside in the absence of the president. If the president is absent, the vice-president shall take on all agenda and meeting responsibilities of the president. The vice-president shall also keep a record of members' community service. The vice-president shall assist the president in maintaining tutoring records.
The vice-president must be a senior.

SECTION 7: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. The secretary will lead bulletin board projects and any other needs of the chapter to distribute information to the school.

SECTION 8: The treasurer shall keep the record of business expenses, chapter members' contributions to fundraising and payment of dues, and all other financial transactions of the chapter. The treasurer will keep record of the chapter's finances on a spreadsheet (provided by the chapter adviser) and report monthly at the chapter meetings.

SECTION 9: The student officers and faculty adviser shall collectively be known as the chapter's Executive Committee. The executive committee shall establish

annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members and school principal.

ARTICLE VIII: MEETINGS

SECTION 1: Regular meetings of this chapter shall be twice a month, two weeks apart (unless breaks or non-attendance days require a change). Special meetings may be called by the president with approval of the adviser.

SECTION 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

SECTION 3: Members are expected to attend all chapter meetings. There are no excused absences, since members may miss some meetings (1/3) and still remain in good standing. (See Article 6, Section 5.)

ARTICLE IX: ACTIVITIES

SECTION 1: The chapter shall determine one or more major service project for each semester. All members must contribute to major projects in some way.

SECTION 2: All members shall regularly participate in chapter projects.

SECTION 3: The 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 4: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her own particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects which all members contribute.

SECTION 5: The chapter shall publicize and promote its activities in a positive manner.

SECTION 6: The chapter shall raise funds to support the PCHS NHS Scholarship Fund. The chapter shall award monetary scholarships to college-bound students at Awards night at PCHS. The chapter will award scholarships to both members and non-members in effort to promote scholarship among the total student body.

ARTICLE X: DISCIPLINE AND DISMISSAL OF MEMBERS

SECTION 1: Any member who falls below the standards of scholarship, leadership, character or service may be considered for discipline or dismissal from the Prairie Central Chapter of National Honor Society. A member of 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.

SECTION 2: If a member's cumulative grade point average falls below 86% (3.10), he/she will be given a written warning and a semester for improvement in which he/she will be on probation. If the cumulative grade point average remains below 86% (3.10) at the end of the probation period, the student will be subject to further disciplinary action by the chapter adviser, that includes consideration of dismissal from the chapter by dissolving membership status. If a senior ends his/her year with a grade point average below 86% (3.10), he/she graduates on probation and is not permitted to wear the golden

honor cords, as he/she will be on probation.

SECTION 3: Violations of the law or school regulations can result in forgoing a probationary period, and leading directly to an expulsion hearing to consider dismissal of a member. Those violations include, but are not limited to: DWI, destruction of property, cheating, truancy, possession or selling of illegal substances, being under the influence of illegal substances, drugs, or alcohol at school, school related events, in the community, at home, anywhere.

SECTION 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, cheating/sharing work, etc.) will receive a written warning notification. A conference may be requested by either party (Chapter Adviser or student/parent). If the member is involved in another violation of the school conduct code as stated in the school handbook, the member may be considered for dismissal. Participation in activities of this nature, close to graduation may also result in a graduate not being permitted to wear the golden honor cords.

SECTION 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

SECTION 6: In all cases pending dismissal:

- a. The member will receive **written notification** from the Chapter Adviser indicating the reason for consideration of dismissal.
- b. Cases of a **dissolved membership**: Members who do not meet the chapter requirements (dues, community service hours, NHS hours, fundraising hours, and GPA requirement) will be put on probation for 1 semester. During probation, the student must make-up the work not completed the prior semester or raise his/her GPA back up to the required level. If the student rectifies his/her delinquencies, the student will no longer be on probation. If the student fails to rectify his/her delinquencies, his/her membership will be dissolved, and he/she will be removed from the chapter's roster.
- c. Cases of a **dismissal trial**: the member has the **right** to respond to the charge(s) against him/her at an expulsion **hearing** before the Faculty Council, Executive Committee, and administration, prior to any 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 in either person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council and Executive Committee will vote on whether or not to dismiss the member in question. The adviser will act as vote counter, and is a non-voting member of the dismissal hearing process. Deans present are also non-voting members, usually there to serve as a voice for the school, explaining rules violated by the student on trial. A majority vote is needed to dismiss any member.
- d. The results of the dismissal hearing will be presented to the student and parent in letter form. Dismissed members must surrender any membership emblems to the adviser, including pins, shirts, certificates,

- awards, or any other item bearing the NHS emblem, insignia, or logo.
- e. The dismissal hearing's decision may be appealed (by the student or parent) to the building principal. The principal may act as an appeals court and overturn a ruling. NHS National views this appeal as the last and final court. NHS National will not engage in any appeals at the national level.
 - f. A member who is dismissed or resigns, may never again be considered for membership in the National Honor Society.

SECTION 7: In lieu of dismissal, the Faculty Council and/or hearing participants may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: **RATIFICATION**

SECTION 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter.

SECTION 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document (2027).

ARTICLE XII: **AMENDMENTS**

These by-laws may be amended by a **2/3 vote** of the chapter, provided notice of the proposed amendment has been given to members at least **one month** prior to the vote. The exceptions are Articles V and X, which are developed by the Faculty Council with the approval of the principal.

Revised: 2/92, 3/95, 2/98, 3/00, 5/03, 11/06, 2/14, 4/16, 2/22