



Jordan High School, National Honor Society Chapter Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1—The name of this chapter shall be the Jordan High School Chapter of the National Honor Society.

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 Jordan 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.

Section 2—The chapter advisor(s) is 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 NHS National Constitution.)

Section 4—These by-laws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

Section 5—Our 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 based on the criteria of scholarship, service, leadership, and character.

Section 2— Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3—Eligibility

- a. Candidates eligible for selection to this chapter must be enrolled in Jordan High School at the start of the second semester of their 10th or 11th grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period of one semester at Jordan High School.
- c. Candidates eligible for selection to the chapter shall have a minimum weighted cumulative GPA of 3.75/5.00. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, enrollment, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

- e. Applications, student discipline records, and teacher recommendations are highly considered in the membership selection process.

ARTICLE IV: SELECTION OF MEMBERS

Section 1—The selection of members to this chapter shall be by a majority vote of the faculty council consisting of five faculty members approved or appointed by the principal. The chapter advisor(s) shall be the sixth, non-voting, ex officio member(s) of the faculty council. The chapter co-advisor shall be the seventh, non-voting, ex officio member of the Faculty Advisory Council.

Section 2— The selection of new members shall be held once a year during the second semester of the school year.

Section 3— Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility and enrollment for one semester at JHS.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit materials for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates using a teacher recommendation form. Four teacher recommendations are required.
- d. The faculty council shall review the candidate information, teacher recommendations, discipline records and other relevant information to determine those who fully meet the selection criteria for membership. Students who fail to meet applications deadlines will not be considered for membership.

Section 4—Candidates become members when inducted at a special ceremony held during the Spring Semester. The induction ceremony is a requirement for membership. If a student misses the induction ceremony, they must have extenuating circumstances and prior approval from the advisors. Attending a make-up ceremony will be required for admittance to the National Honor Society.

Section 5—Once selected and inducted, all members are expected to maintain the standards and obligations of membership by which they were selected.

Section 6—An active member of the National Honor Society who transfers from this school will be given a membership certificate indicating the status of his or her membership.

Section 7—An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter once he or she provides proof of membership from the previous school. The Faculty Council shall grant to the transferring member one semester to attain the JHS membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

ARTICLE V: OBLIGATIONS OF MEMBERS

Section 1--All members shall pay dues of \$50 upon induction.

Section 2—Each member of this chapter who is in good standing with regard to the membership standards and membership obligations shall have the privilege of claiming NHS membership on future documents (where appropriate). Each member shall also bear the honor of wearing the emblem (if applicable) adopted by the National Honor Society. Any member who withdraws, resigns, or is dismissed from the chapter shall not claim membership and "surrender the NHS emblem and membership card to the chapter advisor"¹

Section 3—Chapter members who are seniors in good standing shall be granted the privilege of purchasing and wearing the honor cords or other insignia adopted by the local chapter at graduation. In order to be considered in good standing,

¹ from *National Honor Society Handbook*, 20th ed. Note: surrender of emblem and membership card need only apply if provided by chapter.

senior members must currently hold a 3.75 GPA, participate in all mandatory activities/projects, and meet all service hour requirements by the Spring deadline.

ARTICLE VI: OFFICERS

Section 1—The officers of the chapter shall be president, vice president, secretary, treasurer, and historian. Each NHS grade level class will have its own set of officers. The officers will remain for 2 years

Section 2—Student officers shall be elected during their sophomore year at the last meeting of the school year and serve a two-year term. All active sophomore members are eligible to run for a position as an officer, so long as they are currently in good standing. As part of the election process, those running for an officer position will submit requested documents and, if requested by the executive committee (see section 7 below), complete an interview. Ten (10) candidates will then be chosen to advance to the next round of the election process, consisting of a popular vote by active members in their grade level.

Section 3—Voting shall be by secret ballot. A popular vote among the chapter members (sophomore grade level) shall be necessary to elect officers of this chapter. All active chapter members of the grade level are eligible to vote. Potential officers will not run for specific positions; popular vote positions will be awarded in order of the officer positions in Article VI, section 1. In the event of a tie, the faculty council will vote to break the tie.

Section 4—If an officer is removed from their position, the candidate who received the sixth highest number of votes will take over as historian. The officers who remain will move up to fill the vacant positions, with the historian becoming the treasurer, the treasurer becoming the secretary, the secretary becoming the vice president, and the vice president becoming the president, depending on the specific position that was vacated.

The following duties reflect the responsibilities developed for officers in the local chapter:

Section 4—It shall be the duty of the president to organize any necessary materials and handouts, and to speak at and preside over the meetings for this chapter. The president will oversee all officer positions and work closely with the Advisors to ensure proper management of the organization. The president will plan and coordinate one voluntary service project for the chapter, including a speaker for the corresponding chapter meeting. Additionally, the President will sit on all planning committees for chapter events.

Section 5—The vice president shall preside in the absence of the president and shall help the president organize any necessary materials, handouts, and/or guest speakers. The vice president assists in chapter communications. The vice president will plan and coordinate one voluntary service project for the chapter, including a speaker for the corresponding chapter meeting.

Section 6—The secretary, treasurer, and historian shall keep attendance records. They shall also organize group service projects, service photos, and issue general reminders to all members about meeting the mandatory service hours.

Section 7—All officers are responsible for attending meetings, as well as all officer meetings. Absence from those meetings will be addressed in the same manner as with all other members. If requested by the chapter advisor(s), all officers will be responsible for contacting members through the email addresses provided in an approved database, such as x2vol. Failure to complete officer duties may result in removal from office by the Faculty Council.

Section 8—Officers and the chapter advisor(s) 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. Any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

Section 1—Meetings of this chapter shall be held up to 5 times per school year. Meetings will be held during enrichment. If absent from school on the meeting day, students will attend the make-up meeting after school on the day after the meeting. Special meetings can be called by the president with approval of the chapter advisor(s).

Section 2—Members are expected to attend all chapter meetings. An excused absence from school on the day of a meeting (UIL activity, medical absence, college visit) will also excuse the student from that day's NHS meeting, provided they bring proper documentation to the chapter advisor within one week of the absence. The chapter advisor(s) have the discretion to excuse a missed meeting based on circumstances not listed above.

Section 3- Failure to attend: All members are responsible for tracking their meeting attendance and will be informed of the infraction via a Canvas message; any discrepancies should be addressed directly with an advisor within the same month the meeting occurred.

- a. Missed meeting - Member will be required to complete three (3) eligible service hours by the end of the following month of the missed meeting. These hours will not count toward service hour requirements and must be submitted for approval to the Chapter Advisor in a separate X2VOL goal titled "NHS Infraction/Probation Hours [school year]" by the last date of the following month. Failure to complete and submit hours as outlined will result in automatic probation.
- b. 2nd missed meeting - In addition to the required three hours of service, the member will be placed on Probation, unless previously on Probation, in which case a review of membership will occur.
- c. 3rd missed meeting - Member will be up for dismissal through the Faculty Advisory Council from the chapter.

ARTICLE VIII: ACTIVITIES

Section 1—The chapter shall determine one or more service project(s) for each year. The chapter will also set requirements for service hours and deadlines. Service hour guidelines will be published and made available to all members each year.

Section 2—All members 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 shall have the responsibility for choosing and participating in individual service projects for hours throughout membership that reflect his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the mandatory chapter projects to which all members contribute.

ARTICLE IX: DISCIPLINE, DISMISSAL, AND RESIGNATION

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service may receive disciplinary consequences from the Jordan High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in meetings, service, and leadership to his or her school and community (15 Service Hours for Fall, 10 Service Hours For Spring, 25 Service Hours Total).

Section 2: Infraction – an "infraction" can be defined as a warning to the member. Infractions are cleared at the end of each school year. An additional infraction will result in a probationary status. If a member fails to perform any of the published obligations of membership, including obligations posted on the JHS NHS Canvas/webpage and published on meeting handouts, he or she will be given an infraction. If the obligation remains unmet at the end of the warning period or the student incurs another violation of an organization expectation, the student will be subject to further disciplinary action, including probation and/or dismissal hearing before the Faculty Council.

Section 3: Probation – Probation is a final warning. If a member is placed on probation, he or she will have until the end of the probationary period to bring their membership status back to "good standing." Failure to do so will result in appearing before the Faculty Council to determine dismissal. A student who receives another infraction while on probation will appear before the Faculty Council to determine dismissal.

Section 4: Scholarship – Students are required to maintain a 3.75/5.00 GPA for membership.

- a. If a member's cumulative GPA falls below the standard in effect when he or she was selected (3.75), he or she will be placed on probation and will have a time period of one semester for improvement.
- b. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter. Further infractions received during probation may also lead to dismissal.

Section 5: Leadership – Students are expected to lead their school and community well. They are expected to attend all meetings. If a student does not lead their school and community well, it could result in disciplinary action, including an infraction, probation, or dismissal from the chapter.

- i. Missed Mandatory Meeting
 - o Members who miss a meeting will be informed of the infraction via a Canvas message; any discrepancies should be addressed directly with an advisor within a week of receiving the infraction.
 - UIL/Medical excuses are granted upon presenting documentation to the chapter advisor within 1 week. See Article VII, section 2 for further clarification
 - o Members who miss a meeting will be required to complete three (3) eligible service hours by the last day of the following month of the missed meeting. These hours will not count toward service hour requirements and must be submitted for approval to the Chapter Advisor in a separate X2VOL goal. Failure to complete and submit hours as outlined will result in automatic probation.
 - o Members who miss a second meeting will be placed on probation in addition to receiving 3 hours of additional service hours.

Section 5: Service – Students are required to complete 25 hours of service each school year (15 by December 8 and a total of 25 by April 15). Students are expected to follow the Service Hour Guidelines as put out by JHS NHS.

- a. 15 fall hours (due December 8):
 - i. If students complete between 0 and 14.75 hours, they will be placed on probation until the end of the spring semester. They must complete 1.5 times the remaining hours by February 28th. These additional hours will not count toward the service hour requirements and must be submitted separately for approval to the Chapter Advisor via the X2VOL goal. Completion of the additional hours by February 28th will remove the student from probation. However, if the additional hours are not completed, the student will appear before the Faculty Council for dismissal consideration. Fall hours must be verified by January 1st at 11:59 pm.
- b. 25 total hours (due April 15)
 - i. All students are required to complete a minimum of 25 service hours by April 15th. Failure to do so will result in being placed on probation. If a student has remaining hours, they must complete 1.5 times the remaining hours by June 30th. These additional hours will not count toward the service hour requirements and must be submitted separately for approval to the Chapter Advisor via the X2VOL goal. Completion of the additional hours by June 30th will remove the student from probation. However, if the additional hours are not completed, the student will appear before the Faculty Council for dismissal consideration.
- c. An infraction will be issued for failure to attend an event after signing up or canceling with less than 24 hours' notice.

Section 6: Character – NHS members are expected to maintain excellent character.

- a. Violation of the law or school regulations can result in appearing before the Faculty Advisory Council to determine dismissal. These violations include, but are not limited to, stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 7—Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Advisory Council.

Section 8—In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal. The member and advisor will discuss the written notification in a conference, if requested by the student. 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.
 - b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Advisory Council prior to the vote on dismissal. Written responses to the charges must be submitted to the chapter advisor(s) by the due date specified in the dismissal hearing letter, and any meetings with the Faculty Advisory Council must be scheduled in advance. The Faculty Advisory Council will then vote on whether to dismiss any member. A majority vote of the Faculty Council is needed to dismiss any member.
 - c. The results of the Faculty Advisory Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student. Dismissed members must surrender any membership emblems (if applicable) to the chapter advisor(s).
- a. Students will be notified of the FAC decision through a Canvas message.
 - b. The Faculty Council's decision may be appealed to the building principal.
 - c. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 8—In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 9—Resignation: Per section 7.5 of the *Official Handbook of the National Honors Society*, any member who

- a. ...“resigns from the National Honor Society will never again be eligible for membership or its benefits”
- b. If a member wishes to resign they must submit “a written statement...that is dated and signed by both the student and parent(s)” and that “verbal resignations are insufficient to end membership.”

ARTICLE X: RATIFICATION, APPROVAL, AND REVIEW.

Section 1—These by-laws will be approved upon receiving a majority affirmative vote of the Faculty Advisory Council and approval by the administration.

Section 2—These by-laws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

Section 1—These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment(s) has been given to members at least one week prior to the vote. The exceptions are articles on selection of members and discipline/dismissal of members, which are developed by the Faculty Advisory Council with the approval of the principal.

Approved on 4/26/24