

Chapter Bylaws
Of the
Pioneer High School Chapter
Of the
National Honor Society
Adopted: November, 2018

ARTICLE I: NAME

The name of this chapter shall be the Ann Arbor Pioneer High School Chapter of the National Honor Society.

ARTICLE II: PURPOSE

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 Ann Arbor Pioneer High School.

ARTICLE III: POWERS

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

Section 2. The chapter adviser 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. [For reference, see Article V, Section 1 of the National Constitution.]

Section 4: Non-discrimination. 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, sex, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: 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 graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class in the semester of induction.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Pioneer High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.6 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be the determination of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, ex-officio member of the Faculty Council. Students will not be allowed to be on this committee. NHS applications will have the due date clearly marked.

- a. When looking for the best applicants, readers must look for the basic requirements first. This includes evidence of a 3.6 cumulative GPA, evidence of volunteer/leadership experience, a recommendation letter, a commitment to ethics, and an essay from the applicant. If any part of the application is turned in late the application will not be considered. The NHS moderator is responsible for determining who has turned in their application late.
- b. If basic credentials are complete and turned in on time, then the list of candidates will be presented to the Faculty Council for input on character.

Section 2. All new applicants will receive notification whether or not they have been accepted.

Section 3. All students whose applications are accepted will be considered members of the Ann Arbor Pioneer branch of the NHS in the school semester following their application.

Section 4. Induction

- a. Procedures may vary per year.
- b. Induction will happen once every year, and will happen after the beginning of second semester. All officers will be required to attend.

Section 5. An active member of the National Honor Society who transfers from this school will upon request, be given an official letter indicating the status of his/her membership.

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 VI: OBLIGATIONS OF MEMBERS

Section 1. **DUES:** Annual dues for this chapter shall be 10\$, With 5\$ due at the beginning of each semester.

- a. Dues will be collected at the beginning of every year and at the start of the second semester. There will be a window of two weeks to collect all the dues. Dues cannot be collected during class time. They must be submitted during lunch, and before and after school. Members may pay the entire year's dues at the beginning of first semester for convenience.
- b. The money spent will be limited to the following: any volunteering project that requires funding, mostly large group projects; funding for the induction ceremony; payment of NHS chapter dues; and graduation supplies are also included in expenditures. Anything else must be approved by the moderator and NHS officers by vote.
- c. If a student is in need of a scholarship, the student shall meet the moderator in person to discuss the reason for the student's request. If the request for a scholarship is approved the student will not need to pay dues that year.
- d. Each scholarship must be renewed every year by meeting with the moderator to approve the student's status.

Section 2. **ATTENDANCE:** Members will be required to attend both lunch meeting sessions each semester.

- a. Missing **any** meeting without an excused absence will result in probation and consultation with the moderator.
- b. Officers are required to attend every meeting
- c. Meetings will be held twice every semester. The officers and moderators may choose to hold more meetings if need be.
- d. A written explanation or email for an absence at a meeting must be written prior to the meeting to be considered a valid excuse.
- e. Students will be excused if they have been excused from school for the day of the meeting, or for the part of the day during which the meeting is held.
- f. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. **VOLUNTEER HOURS:** Each semester, NHS members are required to participate in at least ten (10) hours of community service.

- a. Members are allowed to use some hours from other community service clubs. Students must have at least 2 different sources for their volunteer activities in addition to tutoring.

- b. Each semester, NHS members are required to tutor a Pioneer high school student, who is not a member of NHS, for at least 2 hours, and to participate in 1 hour of a mandatory Community Event sponsored by NHS.
- c. Each member is responsible for correctly filling out the required forms for all volunteer activities, and for turning them in to the moderator within given time limits.

Section 4. **COMMUNITY EVENTS**

- c. To submit an idea for a Chapter Community Event, the person submitting the request must be an NHS member of good standing.
- d. The member will then provide the details of the activity and contact information of any organization that is affiliated with the activity to the Officers.
- e. The officers will then vote on the relevance and usefulness of the activity, and will decide whether or not to present the activity to the society.
- f. The NHS moderator may propose ideas for Community Events, and may present them to the society. The moderator shall, time permitting, submit these ideas to the officers for approval first.
- g. Each member is responsible for correctly filling out the required forms for all Community Events, and for turning them in to the moderator within given time limits.

Section 5. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 6. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 7. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords at graduation.

ARTICLE VII: OFFICERS

Section 1. Officer Elections

- a. There will be 4 officer positions: President, Vice President, Treasurer, and Secretary. Students will run for an officer position and be ranked into a position by number of votes.
- b. Candidates must notify the moderator a week prior to elections.
- c. Officers will be chosen by the highest amount of votes per person. If there is a tie, the people who have tied will still be each considered a separate officer. The number of officers shall never exceed 5 at any given time.
 - i. In the event of a 2-way tie, one new officer position will be created, “NHS Officer at Large,” who will be responsible for aiding all other officers in their duties. The determination of who will be “Officer at Large” and who will be

“Secretary” shall be determined by a coin flip conducted in the presence of the NHS moderator and at least 2 witnesses.

- ii. In the event of a more-than 2-way tie, two names of the tied candidates shall be drawn randomly, in the presence of the NHS moderator and at least 2 witnesses. The first name drawn shall be elected as the Secretary. The second shall be elected as the Officer at Large
- d. Each candidate may make a speech in front of the NHS body on the day of voting. Each speech should be a maximum 3 minutes in length. Length requirements may be adjusted by NHS officers due to number of standing candidates or other extenuating circumstances.
- e. Elections shall be held every April or May to ensure succession for the upcoming school year. Seniors are not allowed to vote.

Section 2. Officer Responsibilities

- a. President: In charge of community outreach, including acting as ambassador and organizer of programs that are held outside of the school. Responsible for leading meetings. In charge of conducting the yearly Induction Ceremony.
- b. Vice President: In charge of dealing with issues inside the school. This may include in-school tutoring, and other such activities affiliated with volunteering. In charge of organizing incoming students' emails.
- c. Treasurer: Will handle all dues and will be in charge of organizing how much to spend for such events as the Induction Ceremony, and/or a major project that is in need of funding. Also responsible for finding out how many pins/cords are required for the graduating class (*for limits on spending and money, see section 3*)
- d. Secretary: In charge of checking emails and informing president or vice president of any volunteering requests that have come in. Will act as the scribe for each meeting that is held between officers. Will maintain and update the Pioneer NHS webpage.

ARTICLE VIII: MEMBER PROBATION AND DISMISSAL

Section 1. Any student falling below a cumulative 3.6 GPA shall be placed on probation. The student will be notified of their status through email and will have one semester to bring their GPA back up to the required GPA of 3.6. Failure to do so will result in dismissal from NHS.

Section 2. At the end of the year, senior GPAs will be checked, and if they do not meet the requirements, they will be denied their cord at the graduation ceremony. This also applies to a lack of volunteer hours.

Section 3. Neglecting to turn in any volunteer hours for one semester shall result in dismissal from NHS. Turning in partial volunteer forms shall result in probation. This probation will be followed by dismissal if the member doesn't correct the number of hours within two weeks.

Section 4. Missing the mandatory Chapter Volunteer Activity with an unexcused absence will result in probation.

Section 5. Any student already on probation whose conduct would otherwise result in NHS probation shall be dismissed from NHS.

Section 6. Any student found to have violated their NHS Ethics Statement will be subject to penalties up to and including Dismissal. The determination of penalty shall be made by the NHS moderator, in consultation with the officers, Faculty Council, and school principals.

ARTICLE IX: AMENDMENTS

Section 1. Officers may propose to amend the By Laws of the Pioneer High School NHS Chapter

Section 2. The Faculty Council may amend the By Laws by a majority vote

Section 3. Each component of the by law will only be allowed to be voted on twice a year.

Section 4. The NHS membership may amend By Laws by a 2/3 vote at membership meetings or through properly secure digital means. Members will be notified of proposed changes at least one month prior to voting, where feasible.

Section 5. The following articles of the By Laws are ineligible to amendment by membership: VIII, IX.

Section 6. No amendment to the By Laws may contradict National policy of NHS.

Section 7. All amendments to the Charter By Laws shall take effect on the first day of the semester following ratification.