

**NOTRE DAME CHAPTER OF THE NATIONAL HONOR SOCIETY  
BYLAWS  
(revised April, 2000)**

**ARTICLE I            NAME**

- Section 1. The name of this organization shall be the Notre Dame Chapter of the National Honor Society of Secondary Schools (NDNHS).

**ARTICLE II            PURPOSE**

- Section 1. The purpose of this organization shall be to encourage scholarship, to render service through volunteerism, to promote and strengthen leadership, and to develop character in the students of Notre Dame High School.
- Section 2. The NDNES shall be under the sponsorship and supervision of the National Honor Society of Secondary Schools (NHS) and the National Association of Secondary School Principals (NASSP), 1904 Association Dr., Reston, VA 20191-1537.

**ARTICLE III            POWERS**

- Section 1. The control of this organization shall be vested in the Faculty Council with assistance from the Executive Committee.
- Section 2. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. Terms may be consecutive. 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.
- Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining and dismissal of members, all of which must remain in compliance with the national guidelines.
- Section 5. The Executive Committee shall consist of the Chapter Officers.
- Section 6. The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in these bylaws, AD actions and recommendations of the Executive Committee shall be subject to the review of the chapter membership
- Section 7. The Executive Committee shall have the responsibility of insuring that chapter activities and procedures follow school policies and regulations.
- Section 8. The principal shall reserve the right to approve or veto all activities and decisions of the chapter.

#### ARTICLE IV MEMBERSHIP

- Section 1. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate -members shall have no voice or vote in chapter affairs.
- Section 2- Membership is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding Scholarship, Character, Leadership, and Service. Once selected, members have the re Responsibility to continue to demonstrate these qualities.
- Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purpose of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 4. Candidates become members when inducted at a special ceremony.
- Section 5. Members who are seniors in good standing are eligible to be nominated by the chapter to compete in the National Honor Society Scholarship Program.
- Section 6. A National Honor Society member in good standing who transfers from another school and brings a letter from the former principal or chapter adviser shall be accepted automatically as a member in the Notre Dame Chapter. Transfer members must meet this chapter's standards within one semester in order to retain membership.
- Section.7. Members may be dismissed from this chapter at any time during their active membership if they publicly violate civil or school rules and/or regulations, lead others to do so, or fail to actively maintain the standards which served as the basis for their selection (see Appendix A). In all instances, the Faculty Council will review the charge(s) and the member(s) will be given an opportunity to defend his/her position before the Council and the membership. The decision of the Faculty Council is final.
- Section 8. If scholastic averages fall below the required minimum, a written warning will be issued by the chapter adviser. A probation period equivalent to one semester will be given for improvement. Failure to meet the academic standard within this time frame is grounds for dismissal review by the Faculty Council.
- Section 8. Members who resign or are dismissed are never again eligible for membership or its benefits.

#### ARTICLE V SELECTION OF MEMBERS

- Section 1. To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Notre Dame the equivalent of one full semester. The Faculty Council may waive the semester regulation for students of military parents, and similar cases, where the student is required to move with parents or guardians who have transferred in their work. The principal should seek a recommendation from The previous school principal pursuant to the candidate's selection.
- Section 2. Candidates must have a cumulative scholastic average (GPA) of at least 3.25 to be considered for membership. Candidates shall then be evaluated on the basis of their service, leadership and character.
- Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council (see Appendix B - Selection Procedure).

## ARTICLE VI MEETINGS

- Section 1. The Notre Dame Chapter shall meet regularly on the first Tuesday of each month from September to May unless otherwise announced by the Executive Committee.
- Section 2. Attendance at the regular monthly meetings is mandatory for all members.
- Section 3. Members may be excused from the regular monthly meetings if they notify the chapter adviser at least one day prior to the scheduled meeting.
- Section 4. Two unexcused absences during a school year are grounds for dismissal review by the Faculty Council.
- Section 5. Special meetings approved by the Executive Committee may be called by the chapter President or committee chairmen.
- Section 6. The chapter will conduct all regular meetings according to *Robert's Rules of Order, Newly Revised*

## ARTICLE VII DUTIES AND RESPONSIBILITIES

- Section 1. The chapter, under the direction of the Executive Committee, shall conduct at least one major service project each year.
- Section 2. The project(s) must: fulfill a need within the school or community, have support of the administration and faculty, be appropriate and educationally defensible, be well-planned, organized and executed, and must not conflict with the activities of other school organizations.
- Section 3. Individual members also have the responsibility to actively Participate in an Individual Service Project (I SP) 'in another area of involvement 'in line with their particular talents and interests.
- Section 4. Individual service can be performed while participating in a project planned and implemented by another group in school or in the community.
- Section 5. The standing committees of this chapter shall be: Activities, Fundraising, Membership, Public Relations, and Tutoring. Each committee will be headed by a chairman elected by the members of the committee.
- Section 6. All members must serve on at least one of the chapter's standing committees.
- Section 7. The Activities Committee will plan and coordinate all special events hosted by the chapter. Members of this committee will also represent NHS on the Student Council's joint co-curricular planning committee. Proposed events are subject to the approval of the membership and school administration.
- Section 8. The Fundraising Committee will develop a yearly plan for supplementing chapter funds- Members will organize and staff all fundraisers approved by the membership and school administration. Funds from one annual event will be donated to a charitable organization chosen by the membership.
- Section 9. The Membership Committee will coordinate the distribution of selection material and appropriate information to new candidates, assist in the planning of the induction ceremony, and serve as mentors to newly inducted members. The committee will also be responsible for receptions hosted by the chapter.
- Section 10. The duties of the Public Relations Committee include providing press releases pertinent to chapter activities and accomplishments, submitting, monthly articles for the school's newsletter, posting advertisements for chapter event, and maintaining correspondence pertinent to chapter activities. This committee will also participate in joint ventures with other local chapters as needed.

Section 11. The Tutoring Committee will organize and supervise the peer-tutoring program

Section 12. Committee chairmen will present reports at the monthly general meetings.

Section 13 - Each active member shall pay an annual dues 'in the amount of \$10.00.

#### ARTICLE VIII OFFICERS

Section 1. The officers of this chapter shall be: President, Vice-president, Secretary, and Treasurer.

Section 2. Officers must be senior members of the chapter.

Section 3. Candidates will announce their self-nominations at the April general meeting and deliver qualification statements to the membership at the May general meeting. Votes will be tallied at this general meeting.

Section 4. The selection of each officer shall be by a majority vote of the membership.

Section 5. Absentee ballots may be accepted by the chapter adviser from members excused from the May general meeting.

Section 6. Officers may be removed from office if they publicly violate civil or school rules or regulations, lead others to do so, or fail to fulfill the obligations of their offices as listed in Appendix C of these bylaws. In all instances, the Faculty Council will review the charge(s) and the officer(s) will be given an opportunity to defend his/her position before the Council and the membership. The decision of the Faculty Council is final

Section 7. Officer vacancies will be filled by appointment of the chapter President with the approval of the Executive Committee and the chapter adviser.

Section 8. In the case of a vacancy in the office of President, the Vice-president will assume the duties and responsibilities of the office.

#### ARTICLE IX CHAPTER ADVISER

Section 1. - The chapter adviser shall be a member of the faculty, appointed annually by the principal and may serve consecutive terms.

Section 2. 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, their parents or guardians, and the community.

Section 3. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 4. The chapter adviser shall regularly review each member for compliance with chapter standards and obligations.

Section 5. The chapter adviser shall help the officers and committee chairmen understand and carry out their duties.

Section 6. The chapter adviser will be an ex-officio, non-voting, sixth member of the Faculty Council.

#### ARTICLE X BYLAWS

Section 1. Bylaws of this chapter must be approved by the Faculty Council and must be consistent with the Constitution of the National Honor Society (revised 1997).

Section 2. The bylaws shall be ratified by a 50% plus one vote of the membership.

ARTICLE XI                      AMENDMENTS

- Section 1. These bylaws may be amended at any general meeting provided written notice of the proposed amendment is distributed to the membership and the Faculty Council at least one month before a vote is taken.
- Section 2. A two-thirds acceptance vote of the members present and Faculty Council approval are required to amend these bylaws.
- Section 3. Amendments dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be submitted only by the Faculty Council. Input from administration and the chapter membership is allowed and encouraged.
- Section 4. Amendments will become effective immediately unless otherwise specified by the Faculty Council. Revisions concerning the scholastic requirement for membership consideration will be announced one year prior to formally establishing the new criteria.