**DAKOTA HIGH SCHOOL**

**NATIONAL HONOR SOCIETY BYLAWS**

**ARTICLE I: NAME AND PURPOSE**

1. The name of this organization shall be the Dakota High School National Honor Society.
2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to better the school and community, and to encourage development of, character in the members of our chapter and all the students in our school.
3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School of Principals (NASSP, 1904 Association Drive. Reston, VA 22091-1537).

**ARTICLE II: MEMBERSHIP**

1. Membership is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members upon graduation. Graduate members shall have no voice or vote in chapter affairs.
3. The Faculty Council shall reserve the right to award regular honorary membership to students with disabilities or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of The National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
4. Candidates become members when inducted at a special ceremony.
5. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the advisor of the Dakota High School Chapter shall be accepted automatically as a member in the Dakota Chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
6. Members who resign or are dismissed are never again eligible for membership or NHS benefits.
7. 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 signed by the advisors and the principal.

**ARTICLE III: SELECTION OF MEMBERS**

1. Candidates eligible for selection to this chapter must be members of the junior or senior class. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.45 (out of a 4.0, non-weighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to the candidacy.
2. The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisors shall be the sixth and seventh, non-voting, ex-officer members of the Faculty Council.
3. Prior to the final selection, the following shall occur:
4. Students’ academic records shall be reviewed to determine scholastic eligibility.
5. Students who are eligible scholastically shall be notified and asked to complete the information packet for further consideration for selection.
6. The faculty may be requested to comment on candidates determined to be scholastically eligible.
7. The Faculty Council shall review the information packet and faculty comments.
8. Candidates scholastically eligible must be evaluated by staff members of Dakota High School.
9. The selection of members shall be held once a year.

**ARTICLE IV: PROBATIONARY STATUS**

1. Probationary status will be for the remainder of the semester that the member is put on probation, and the following semester. During this time the member must uphold the NHS constitution. Failure to do so will result in the Faculty Council determining the membership status of the member.
2. Senior members who have not met NHS requirements (hours, GPA, Pillars, etc), deadlines, and/or are on probation at the end of the school year will not be eligible to wear honor cords at graduation. The Faculty Council will determine whether or not the member is eligible to wear cords.
3. Failure to pay dues, attend meetings, meet NHS deadlines, submit notification of absence to the advisors, and/or participate in chapter functions will result in probationary status. The advisors will determine the members that will be put on probation.
4. The NHS Vice President and advisors will determine if absences are excused or unexcused.
5. Failure to attend the general membership meeting will result in probationary status.
	1. If a member is unable to attend a general membership meeting, the absence must be emailed to the advisors within 48 hours of the missed meeting. The advisors will determine whether or not the absence is excused.
6. Failure to attend an NHS event will result in the subtraction of hours for that event and will result in probationary status.
7. If a member is unable to attend an NHS event for which they signed up, they are required to find a replacement and notify by email, the advisors and the chair of the event.
8. Members in violation of Dakota’s Academic Integrity policy will be placed on probation and will go before the Faculty Council. Violation of this policy may result in dismissal from NHS.
9. Members who are suspended from school will automatically be placed on probation.

**ARTICLE V: DISMISSAL**

1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Dakota High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community. Any member who does not complete the required number of service hours by the designated date will have their name submitted to the Faculty Council for possible dismissal.
	1. **Character**

National Honor Society is a member of the Character Counts!™ Coalition and supports and recommends the use of a multifaceted definition of character known as the Six Pillars of Character. A person of character demonstrates the following six qualities: Trustworthiness, respect, responsibility, fairness, caring, and citizenship. Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability). These apply to all aspects of the member’s life (including social media).

* + - Cooperates by complying with all school policies and regulations and codes of student conduct
		- \*Takes criticism willingly and accepts recommendations graciously
		- Demonstrates the highest standards of honesty, academic integrity, and reliability
		- Regularly exhibits courtesy, concern, and respect for others
		- \*Complies with instructions and rules, and displays personal responsibility.

Additional character resources are found at [www.nhs.us](http://www.nhs.us).

 **Service**

 The student who serves:

* + - Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance
		- Works well with others and is willing to take on difficult or inconspicuous responsibilities
		- • Enthusiastically renders any requested service to the school
		- Does committee and staff work without complaint Mentors in the community or students at other schools
		- Completes 40 service hours each school year

 **Leadership**

 A student exercises leadership when he or she:

• Is resourceful in proposing new problems, applying principles, and making suggestions

• Demonstrates initiative in promoting school activities

• Exercises positive influence on peers in upholding school ideals and spirit

• Contributes ideas that improve the civic life of the school

• Is able to delegate responsibilities

• Inspires positive behavior in others

• Demonstrates academic initiative

• Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability

• Is a leader in the classroom, at work, or in other school or community activities

• Is dependable in any responsibility accepted

1. If a member's cumulative grade point average falls below 3.45 after a semester grading period, he/she will be given a written warning by the advisor which will notify the member of their probationary status. If the cumulative grade point average remains below 3.45 for the next semester, the member may be dismissed by the Faculty Council.
2. Violation of criminal law may result in dismissal of the member. These violations include, but are not limited to DUI, stealing, destruction of property, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.
3. Violation of the school code of conduct may result in dismissal of the member. These violations include, but are not limited to the use of profanity, insubordination, academic integrity, suspension, etc.
4. The Faculty Council may dismiss any member that falls into probationary status more than once.
5. In case of pending dismissal:
6. The member will receive a written notification of the reason for possible dismissal from the advisors and the Faculty Council. The member and advisors will discuss the written notification in a meeting.
7. The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with the due process identified in the National Constitution). The member has the opportunity to present his/her defense in person or in writing. The Faculty Council will then vote on whether to dismiss the member.
8. If the member is dismissed, a letter will be sent to the principal, member, and parents of the member.
9. The member may appeal the Faculty Council's decision to the principal by submitting a letter to the advisors within 2 weeks of dismissal.
10. When a member is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

**ARTICLE VI: OFFICERS**

1. The officers of the chapter shall be President, Vice President, Secretary, Treasurer, Parliamentarian, Historian, and Trustees
2. Student officers shall be nominated in February and apply in March of each school year by the chapter. New officers assume their positions in June.
	1. Election process – Candidates will be appointed by a point system, following the three categories listed below:
		1. General Election – Candidates will submit a speech for the general membership (juniors only) to review and vote on.
		2. Faculty Council Interviews – Each Candidate will be interviewed by the council and receive a point value.
		3. Teacher Evaluations – Each Candidate will ask TWO teachers to evaluate the Candidate
	2. Candidates running unopposed will still complete the full election process.
	3. Incomplete applications will result in being ineligible for Eboard.
3. The winner for each office will be notified of their victory, in writing, within FIVE business days of the election process.
4. Individual Responsibilities of Officers (see contracts for more information)
5. President
6. Chairs regularly scheduled general membership meetings.
7. Has ultimate responsibility for maintaining NHS as an organized, active group.
8. Prepares agenda for general membership meetings.
9. Oversees at least one major committee in addition to serving on the induction and the welcome breakfast committees.
10. Submits agendas for general membership meetings to the advisors the Friday prior to the general membership meeting.
11. Vice President
12. Assumes all the duties of the President when the President is incapable of carrying them out.
13. Keeps records of service hours.
14. Posts service hours on edmodo each quarter
15. Oversees at least one major committee in addition to serving on the induction and/or the welcome breakfast committees.
16. Keeps advisors informed of members who should be put on probation due to lack of hours and/or attendance to meetings.
17. Secretary
18. Updates the NHS brochure, contact list, tutoring lists, and other correspondences.
19. Keeps accurate minutes of regularly scheduled meetings and emails a copy of them to the advisors.
20. Keeps an accurate record of members’ attendance at regularly scheduled meetings.
21. Oversees at least one major committee in addition to serving on the induction and/or the welcome breakfast committees.
22. Treasurer
23. Collect/logs dues and all other monies for NHS sponsored activities.
24. Keeps all financial records and makes reports on finances to advisors, as necessary.
25. Oversees at least one major committee in addition to serving on the induction and/or the welcome breakfast committees.
26. Parliamentarian
27. Keeps orderly conduct at all meetings.
28. Oversees at least one major committee in addition to serving on the induction and/or the welcome breakfast committees.
29. Is responsible for assisting the advisors with any necessary administrative tasks.
30. Keep the website/Edmodo/Twitter maintained.
31. Historian (on an as needed basis – position may be changed to a trustee)
32. Keeps an electronic “scrapbook” to be updated throughout the year.
33. Organizes and collects pictures from NHS events and submits hours for pictures to the Vice President.
34. Oversees at least one major committee in addition to serving on the induction and/or the welcome breakfast committees.
35. Is responsible for assisting the advisors with any necessary follow-up activities.
36. Trustees
	1. Help other officers with jobs on as needed basis
	2. Complete tasks assigned by president.
	3. Other duties as needed – social media, weebly, Edmodo, etc…
37. Dismissal of an Officer
38. The failure to fulfill his/her responsibilities as stated in Article VI, Section 5 of the bylaws may result in the officer being dismissed of his/her duties.
	1. A meeting with the officer and advisors will be held prior to any probationary period.
	2. A three-week probationary period may be given to the officer in question by the advisors.
	3. The officer will be offered a hearing before the Faculty Council. If the officer does not fulfill the responsibilities of his/her office during this probationary period, the Faculty Council will then vote on whether or not to dismiss the officer of his/her duties.
39. If the officer is dismissed from his/her duties, the executive committee and board of trustees will nominate and vote for a trustee to fill the vacant position.

**ARTICLE VIII: ACTIVITIES/PARTICIPATION**

1. The executive committee shall determine school and community projects in which the chapter will participate.
2. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and faculty, be appropriate, be well-planned, organized, and executed.
3. The chapter shall publicize its projects in a positive manner.
4. Members are required to participate in service projects of the chapter.
5. The executive committee will determine the minimum number of service hours that need to be fulfilled.
6. All service hours must be fulfilled by a date specified at the beginning of the year. Hours received after this date will be carried over to the next school year.
7. Outside volunteer opportunities must be approved. Requests may be submitted via email.
8. Members signed up for an event are required to arrive on time and stay for the duration of the event. Failure to participate at the event for the entire time scheduled will result in the subtraction of hours for which the member was scheduled.

**ARTICLE IX: MEETINGS**

1. Meetings of this chapter shall be monthly. Probation may result from non-compliance with this policy.
2. This chapter shall conduct its meetings by Parliamentary Procedure:
3. The Parliamentarian will give any member causing a disturbance during a meeting a point of order.
4. After being given a point of order, if the member continues to cause a disturbance, he/she will be asked to leave the meeting and will lose attendance for that meeting.

**ARTICLE X: EMBLEM**

1. Each member of this chapter shall be entitled to wear the emblems adopted by the National Honor Society.
2. Members are required to wear the Dakota National Honor Society t-shirt at all NHS events.

**ARTICLE XI: DUES AND FINANCIAL OBLIGATIONS**

1. Annual dues for this chapter shall be 15 dollars. An additional fee may be collected when
t-shirts are ordered. Failure to pay for the t-shirt by the designated date may result in probation.
2. Dues will be payable by the first meeting of the school year (for newly inducted members, by the first general membership meeting after induction). Failure to comply by the designated date will result in a 10 dollar late fee.
3. Senior members (who are in good standing) will pay for Honor Cords at graduation.

**ARTICLE XII: AMENDMENTS**

1. These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the amendment has been given to the officers at least one month prior to the vote. The exceptions are Article II, III, IV and V, which are developed by the Faculty Council.
2. The bylaws and its amendments and must be consistent with the Constitution of the National Honor Society.
3. By laws are to be revised annually by old and new officers of the executive committee, advisors, and board of trustees.

### AKOTA HIGH SCHOOL

**“Focused on Learning”**

Please sign and return this form to the advisors:

I acknowledge and understand the 2021-2022 bylaws of the Dakota High School Chapter of the National Honor Society.

I recognize that all hours MUST be submitted quarterly, by the last day of the academic quarter, and any hours submitted after that point will not count. Hard copies MUST be turned in at the first meeting after the end of each quarter or to a box in the ninth grade center.

I recognize that hours will ONLY be given for events that are either posted by Dakota National Honor Society, hosted by a pre-approved organization, or approved by the E-Board according to the submission requirements provided.

Member’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_