Deer Valley High School

By-Laws of the National Honor Society

Revisions Approved

Article 1: NAME AND PURPOSE

* Section 1: The name of this chapter shall be the Deer Valley High School Chapter of the National Honor Society of Secondary Schools.
* 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 all students of the Deer Valley High School.

Article 2: THE NATIONAL COUNCIL

* Section 1: The control of this organization shall be vested in the National Council.
* Section 2: This organization is in compliance with the Constitution of the National Council of the National Honor Society as set forth by the

National Association of Secondary School Principals (NAASP).

Article 3: DEER VALLEY HIGH SCHOOL PRINCIPAL

* Section 1: The principal shall reserve the right to approve all activities and decisions of this chapter.
* Section 2: The principal shall annually appoint a chapter advisor(s). Chapter advisor(s) may serve consecutive terms.
* Section 3: The principal shall annually appoint a Faculty Committee of up to ten faculty members who may serve consecutive terms. To comply with the regulations of the NASSP constitution, five of these members will be designated as “voting” members and five will be advisory members.
	+ For the selection process, any/all may participate in evaluating candidate forms, but only five may vote for the final selection. If a member of the
	+ Faculty Committee cannot fulfill his/her duties; the principal will appoint a replacement faculty member. If a voting member is unable to attend a meeting when a vote is taken, another member of the Faculty Committee (other than a guidance counselor) may assume a voting role on a temporary basis.
* Section 4: The principal shall be a part of the appeal process for non-selection, discipline, or dismissal cases.

Article 4: THE CHAPTER ADVISOR(S)

* Section 1: The chapter advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and the community.
* Section 2: The chapter advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor(s) shall send an annual report to the national office.
* Section 3: The chapter advisor(s) shall regularly review each member for compliance with Society standards and obligations.
* Section 4: The chapter advisor(s) shall guide the chapter officers in the understanding and carrying out of their duties.
* Section 5: The chapter advisor(s) shall be an ex-officio, non-voting member of the Faculty Committee and shall chair the committee. NATIONAL HONOR SOCIETY BY-LAWS DEER VALLEY HIGH SCHOOL

Article 5: FACULTY COMMITTEE

* Section 1: The Faculty Committee shall consist of 10 faculty members; ideally representing all academic departments: English, Social Studies, Science, Math, Special Education, Guidance, World Language, Wellness, Fine & Performing Arts, and Media. Five members of the committee will be “voting” members in matters involving member dismissal, member selection and by-laws changes. All representatives will be approved by the principal on a yearly basis and the principal will designate the voting members. No principal or assistant principal may be included on the Faculty Committee. Because of the confidential nature of their work, guidance counselors cannot serve as voting members.
* Section 2: The chapter advisor(s) shall be an ex-officio, non-voting member of the Faculty Committee and shall chair the committee.
* Section 3: The term of the Faculty Committee shall be one year. Members may be appointed to consecutive terms.
* Section 4: The Faculty Committee shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.
* Section 5: The Faculty Committee will review these by-laws on a yearly basis and make recommendations for changes. All procedures, including selection of members, disciplining and dismissal of members, shall be in compliance with the national constitution. The principal will review recommendations and make the final decision.

Article 6: MEMBERSHIP

* Section 1: Membership is an honor. The criteria for selection include scholarship, service, leadership and character. Once selected, members have the responsibility to continue to demonstrate these qualities.
* Section 2: There are three types of membership: active, probationary, graduate and honorary.
	+ Active members enjoy all privileges of membership and are meeting/exceeding all standards of membership.
	+ Probationary members have temporarily fallen below standards for continuing membership and are working to correct the deficit and return to active membership. If a member doesn’t attend any meeting they will be put on probation. If they do not fulfil the community hour service requirements by the end of the semester, then five hours will be added to the total initially required community service hours for that semester. By the end of the year, if the member does not complete the 50 hours plus the additional probationary hours they will be removed from the society.
	+ Upon graduation, active members become graduate members and have no voice or vote in chapter affairs.
* Section 3: The members may nominate exchange students, school officials, principals, teachers, National Honor Society advisor(s), or any adult for honorary membership by a vote of 2/3 of the members in recognition of outstanding service rendered to the school in keeping with the ideals of the National Honor Society. The Faculty Committee will consider the nomination and make a recommendation to the principal who will have the final decision.
* Section 4: A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor(s) shall be accepted automatically as a member in the chapter. Transfer members must meet the chapter’s standards within one semester in order to retain membership.
* Section 5: Any active member in good standing who transfers from Deer Valley High School to another high school with a chapter of National Honor Society will receive a letter from the principal indicating the status of his/her membership.
* Section 6: New members shall be inducted at a formal ceremony. Candidates become active members upon recitation of the National Honor Society pledge and receive tokens of membership including a personal membership card and a National Honor Society pin. For commencement ceremonies, members may purchase and wear an honor sash.NATIONAL HONOR SOCIETY BY-LAWS DEER VALLEY HIGH SCHOOL
* Section 7: Members who resign or are dismissed are never again eligible for membership or NHS benefits. Any member who resigns or is dismissed may not use the National Honor Society affiliation on resumes or applications.
* Section 8: Senior members in good standing may compete in the National Honor Society Scholarship program.

Article 7: SELECTION OF MEMBERS

* Section 1: Basic requirements to be a candidate for National Honor Society membership:
	+ Be a member of the junior or senior class.
	+ Have an weighted Grade Point Average (GPA) of 3.75. Letters inviting students to complete the candidate form for membership in the National Honor Society will be issued to students meeting the academic standard. Students have the responsibility of verifying their GPA in the event that they do not receive a letter.
* Section 2: The candidate form will be revised as needed by the Faculty Committee and approved by the principal. It will be posted in online prior to the issuance of the letters of invitation to qualified candidates.
* Section 3: The candidate selection may be a partially blind process.
* Section 4: Selection of sophomore and junior members shall be held yearly. Sophomores and juniors will receive letters of invitation after the first semester grades. There will be a special consideration of senior candidates in September. Seniors qualifying after completion of their junior year will receive letters of invitation during the summer. Forms for seniors will be due in September. A special induction ceremony will be held in October/November for seniors only. The timelines and candidate form will be published on the National Honor Society’s website.
* Section 5: The Faculty Committee will not consider incomplete forms; candidates must complete all elements of the form. Candidates must turn in all materials by the due date. The Faculty Committee will evaluate forms based on criteria published on the National Honor Society’s website. A majority vote of the Faculty Committee is needed to select members.
* Section 6: Any student not selected will receive specific feedback on the weaknesses of their submitted forms. Sophomore and juniors not selected may be candidates again at the next eligible opportunity.
* Section 7: The principal has final approval of students selected for membership by the Faculty Committee. Neither the National Council nor the NASSP shall review the Faculty Committee’s or principal’s selection decisions.
* Section 8: Appeals by students not selected to membership may be appealed on the basis of new information not available during the defined selection process.

Article 8: MEMBER RESPONSIBILITIES

* Section 1: INDUCTION FEE The initiation fee of $20 will be due prior to the Induction Ceremony or upon transfer into the Society. This covers the cost of pins, cards and graduation honor cords. This fee should not be an obstacle to membership; the advisor(s) will have the option to waive the fee. Should a member transfer to another school or be dismissed from membership, this fee is not refundable.
* Section 2: GRADE POINT AVERAGE (GPA) Each member shall maintain a cumulative weighted GPA of 3.75.
* Section 3: MEETING ATTENDANCE Each member is expected to attend all announced meetings, but will only be required to attend 1. Members will not be penalized for being absent to one or more meeting, but members who are accounted for in each meeting will receive 3 in-school community service hours for that semester.
* Section 4: ACTIVITIES Each member is encouraged to participate in all group service projects of the Society. If a member does not participate in at least one group event they will be required to turn in 30 community service hours instead of 25 for that fall or spring semester. NHS officers are not looking to penalize members for not attending a group event and will make it their duty to offer at least 4 group events to the Society each semester. It is also the responsibility of the member to cooperate with the officers to help fulfill their group event requirements.
* Section 5: New members are expected to begin fulfilling their obligations of membership immediately following their induction. New members will attend meetings, participate in activities and maintain a GPA of 3.75.
* Section 6: ACCOUNTING OF ATTENDANCE, ACTIVITIES, TUTORING The advisor(s) will maintain an accounting record of members’ obligations. Members have the responsibility of regularly checking their record. If there is incorrect information, the member has 5 days to contact the Advisor(s) to correct the information. Changes will not be made after the 5 day period.

Article 9: DISCIPLINARY ACTIONS: PROBATION AND DISMISSAL

* Section 1: Members were selected because they have demonstrated the qualities of scholarship, leadership, character and service. Members are expected to continue to demonstrate these qualities both inside and outside of school in order to retain membership.
* Section 2: Members who fall below the standards for membership and/or fails to meet the responsibilities of membership shall be warned in writing by the faculty advisor(s).
	+ GPA: If a member’s unweighted GPA falls below 3.75, s/he will have one semester to bring the GPA up. During that time, the member will be on probation. Failure to maintain an unweighted GPA of 3.75 for two consecutive terms may result in dismissal The Faculty Committee may vote to dismiss the student from membership.
	+ MEETING ATTENDANCE, ACTIVITY PARTICIPATION: Members have the right to a hearing before the Faculty Committee. Members are expected to be on time for meetings and activities. Although members cannot be dismissed for tardiness alone, the record of tardiness could be used as a factor by the Faculty Committee when deciding questions of member status. NATIONAL HONOR SOCIETY BY-LAWS DEER VALLEY HIGH SCHOOL
	+ CHARACTER VIOLATIONS: Violation of the school’s code of intellectual integrity will result in dismissal. The Faculty Committee may choose to dismiss any member for their actions that are contrary to the National Honor Society pillar of Character.
* Section 3: The Faculty Committee shall determine when an individual has exceeded a reasonable number of warnings and will vote on termination of membership.
* Section 4: Senior members will be notified following 2nd term grades if they will be dismissed from membership due to failure to complete one or more of the obligations of membership. Seniors in good standing will receive honor sashes to wear at graduation.
* Section 5: Procedure for dismissal:
	+ Member will receive a typed notification from the advisor(s) of the reason for possible dismissal. In the case of a flagrant violation of school rules or the law, a member does not necessarily need to be warned in writing and may be dismissed from membership.
	+ The member and advisor(s) will meet to discuss the concern. When possible, the member will be given time to correct the deficiency.
	+ The member will create an Action Plan, complete with specific strategies and timeline for remediation.
	+ The member will be offered a hearing with the Faculty Committee prior to dismissal.
	+ The member has the opportunity to present a defense in person or in writing to the Faculty Committee.
	+ The Faculty Committee will vote on dismissal. A majority vote is required.
	+ The member may appeal the decision of the Faculty Committee to the principal by submitting a letter to the advisor(s) within one week of dismissal.
* Section 6: Students who have been dismissed may not be reconsidered for membership.

Article 10: OFFICERS

* Section 1: The officers of this chapter shall be a president, vice-president, secretary, treasurer, historian, and parliamentarian.
* Section 2: Elections will take place on a yearly basis. Six members will be elected by NHS student body.
* Section 3: Elections will be made using formal ballots; all ballots will be secret. A majority of votes cast will be necessary to elect any officer. If a majority is not achieved on the first ballot, the two top vote-getters will be the only candidates on the second ballot.
* Section 4: Officers will decide the positions
* Section 5: Officers may be removed by a 4/5ths vote of the Faculty Committee.
* Section 6: It shall be the duty of the president and other members to preside at the meetings of this chapter. S/he and other members will call for an officers’ meeting to plan the agenda with the advisor(s) and post all agendas before the member meetings. S/he will appoint all activity/project chair people and steering committees. NATIONAL HONOR SOCIETY BY-LAWS DEER VALLEY HIGH SCHOOL
* Section 7: It shall be the duty of the vice-president to preside in the absence of the president. S/he will be in charge of publicity for the society and work with each of the subcommittees to represent the officers.
* Section 8: It shall be the duty of the treasurer to keep all financial records of the society. S/he will work closely with the school’s financial secretary for student clubs and activities. It is the responsibility of the treasurer to handle all deposits, requests for payment, and to follow the procedures for cash boxes. At each meeting, the treasurer will give a report to the members.
* Section 9: It shall be the duty of the secretary to record all meeting minutes, each year’s meeting minutes and
* Section 10: It shall be the duty of the historian to record all memorabilia (photographs, communications, programs, and flyers) will be organized in a notebook.
* Section 11: It shall be the duty of the parliamentarian is an expert in parliamentary procedure who should sit next to the presiding officer during meetings. The parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.

Article 12: MEETINGS

* Section 1: Member meetings will take place on the last Thursday of every month. The officers and advisor(s) will develop the calendar for the entire school year and post it to the members and school community. Care should be taken to avoid conflicts with other organizations’ meetings.
* Section 2: Special meetings may be called by any of the officers.

Article 13: ACTIVITIES

* Section 1: The officers and advisor(s) shall develop a schedule of activities and projects for the year. The timeline will be posted on the National Honor Society webpage. For each activity, the president will name a steering committee.

We, the officers of Deer Valley High School National Honor Society, approve the constitution. This constitution is in effect for the 2014-2015 school year.

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| President | Nyssa Morgan | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Vice President | Kylee Ferris | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Secretary | Jacob Hall | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Treasurer | Emily Conlin | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Historian | Krista Hightower  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parliamentarian | Kirsten Orrahood | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |