

**National Honor Society
Alconbury Middle High School Chapter
Bylaws**

**Article I
Name and Purpose**

1. The name of this chapter shall be known as the Alconbury Middle High School Chapter of the National Honor Society.
2. The purpose of the NHS is to recognize and guide students who demonstrate academic excellence, service, citizenship, leadership, and character through viable activities of the school and community.

**Article II
Membership**

1. Membership is a privilege, not a right.
2. Selection for membership shall be carried out according to procedures laid down in Article IX of the national constitution and outlined in Article IV of the AMHS chapter bylaws..

**Article III
Transfer NHS Member Students**

1. If a member transfers from Alconbury Middle High School to another school, the adviser will confirm the student's membership as requested.
2. Students new to Alconbury Middle High School who have been inducted in their previous schools should attend the first meeting of the new semester and present a membership card or a certificate of membership. If this is not possible, the adviser may be able to contact the previous school for confirmation of membership. The student will be expected to meet the terms of membership required by this chapter. If the transfer student does not meet the grade point average requirement for the AMHS chapter, the student will have the same probationary status as other members. Any student will be expected to bring his or her GPA into compliance within one semester.

Article IV
Selection for Membership

1. At the end of the first semester, students who qualify in grades 10 -12 by having obtained a cumulative GPA of 3.50 or higher will be asked to provide information to the adviser and faculty council regarding school and community activities and leadership involvement. Membership is an honor and is based upon selection by the faculty council. The sponsor and the five-member faculty council will develop and revise all procedures for selection, discipline, and dismissal of members in accordance with national charter.
2. Eligible candidates shall submit information regarding service, leadership, and character in the format provided by the adviser. The information submitted will be reviewed by the Faculty Council.
3. All faculty members may be asked to submit comments and/or evaluations regarding students' qualifications for membership. All comments and evaluations will be confidential for Faculty Council use only.
4. A majority of the Faculty Council must approve each candidate. Selectees must demonstrate outstanding, verifiable performance in scholarship, leadership, service, and character. Upon evaluating all data gathered, the Faculty Council determines whether the student fulfills all four requirements of scholarship, leadership, service, and character.
5. Selection of members shall take place after the first semester of each school year, with a formal induction to follow, as the school calendar allows.
6. Those students selected for membership will be inducted into the AMHS Chapter with full understanding of the National Honor Society and agreement to the standards of the Chapter.
7. Candidates shall have spent at least one semester at Alconbury Middle High School, except in the case of students transferring from another DoDEA school, in which case this requirement may be waived.
8. Students not selected for membership are still eligible for consideration each time a selection process occurs as long as the candidate still has a grade point average of 3.50 or higher. The complete process will be repeated each time.

9. The grade point average used to select eligible members will be based on a cumulative average of 3.50.
10. To be considered for membership, all students, (including any new students that have completed a semester at Alconbury Middle High School) must display and ongoing participation in school and community activities.

Article V Officers

1. The officers of this chapter shall include a President, Vice-President, Treasurer, Parliamentarian and Secretary.
2. A majority of votes shall be necessary to elect any officer.
3. It shall be the duty of the President to preside at any meetings of this chapter.
4. The Vice-President shall fill the chair of the President in his or her absence and oversee all service projects.
5. The Treasurer, assisted by the adviser, shall keep an accurate account of the receipts, disbursements and profits in accordance with school regulations.
6. The secretary shall keep the minutes of meetings, a record of all business discussed in the meetings and other duties as assigned.
7. An officer who fails to meet the condition of office may be asked by the adviser to resign. Officers must be aware of the responsibilities to uphold the requirements of membership at all times.

Article VI Meetings

1. Meetings of the AMHS Chapter will be held approximately every quarter during the lunch period, seminar, or after school with additional meetings as deemed necessary by the officers and adviser.
2. Attendance at meetings is mandatory. Absences from meetings shall be excused only by absence from school on the day, whether it is due to a medical reason, school-sponsored trip, or family trip/emergency leave, or by a written note from a staff member. All absences must be cleared with the adviser.

Article VII
Member Responsibilities

1. All chapter members shall attend meetings regularly.
2. Members are required to uphold all conditions of membership as designated in the handbook and the AMHS Chapter Bylaws. Members must participate in all chapter projects in order to be considered a member in good standing, as defined.
3. A member in good standing is defined as a member who meets all qualifications of membership as defined in the chapter bylaws.
 - a. All graduating members in good standing will be eligible to wear the NHS cord designating members of the National Honor Society.

Article VIII
Member Discipline, Dismissal and Maintenance

1. Members are expected to attend all meetings. The “strike-out” policy shall be enforced as follows:
 - a. A member is considered to be on his or her “first strike” after two unexcused absences.
 - b. After three unexcused absences, a member is considered to be on his or her “second strike.” following the “second strike,” the member in question shall receive a letter of warning.
 - c. A member’s “third strike” will follow a fourth unexcused absence and may result in the member’s dismissal from the National Honor Society.
 - d. A member may choose to appeal his or her dismissal. He or she must notify the adviser of his or her decision within one week to appeal.
2. In all cases of pending dismissal:
 - a. The member will receive written notification indicating the reason for possible dismissal from the adviser / Faculty Council. The member and adviser will discuss the written notification in a conference. 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 (see below).
 - b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his or

her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

- c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
 - d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
 - e. When a student is dismissed or resigns, he or she is no longer a member and may never again be considered for membership in the National Honor Society.
3. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.
4. Membership will be maintained by sustaining the terms of membership as outlined the National Honor Society constitution and the chapter bylaws as follows:
- a. A cumulative GPA of 3.50 or higher must be maintained. If a student's GPA drops below 3.50 at any given semester, the student will be considered on probation for one semester to bring the average up to the required 3.50. If the average is not maintained, the member may be considered for dismissal.
 - b. Students must participate in chapter projects and activities in order to maintain membership.
 - c. Terms related to Membership in Good Standing apply to maintaining membership.
 - i. Occurrences or actions that violate Good Standing status:
 1. Use or possession of drugs or alcohol either on or off campus.
 2. Academic dishonesty which includes, but is not limited to: plagiarism of any kind (copying from internet, book, or another classmate's paper); cheating on a test or assignment.
 3. Dishonesty about community service hours for NHS.
 4. Serious violation of school rules or cause for school disciplinary action, including but not limited to any instance of bullying, verbal abuse, and/or physical abuse towards a student, teacher, or community member.

5. NHS is also in accordance with the DoDEA-E Athletic Policy. If any behavior violates the DODEA-E Athletic Policy, the student stands to be removed from NHS.
- ii. Further articulation of good Standing that is not included under section ii (immediately above) will be considered on a case-by-case basis via the Faculty Council. A student who no longer stands in Good Standing may be dismissed after due process (Article VIII Section 3).
- d. Each semester members must complete a minimum of 10 hours of community service, 3 of which can be served through projects participated with the National Honor society.
 - i. By the end of the 1st and 3rd quarter a student must have 5 hours of approved community service to be counted towards the 10 community service hours needed a semester to maintain membership in NHS.
 - ii. A three (3) strike policy applies to all service hours. Upon the 3rd strike a student is removed from NHS.
 1. One strike is obtained when a student fails to achieve the proper amount of service hours at the benchmark time periods. Strikes can be gained from the following:
 - a. At the end of quarter 1 a student should have 5 hours of approved community service accumulated.
 - b. At the end of semester 1 a student should have 10 hours of approved community service.
 - c. At the end of quarter 3 a student should have an additional 5 hours of approved community service accumulated (for a total of at least 15 hours).
 - d. At the end of semester 2 a student should have 10 hours completed for this semester (for a grand total of at least 20 hours).
 - e. At the end of semester 2 a student should have obtained 3 hours of community service through this chapter of the National Junior Honor Society.
 - iii. It is the responsibility of the student to notify the NHS adviser of their completed community service hours before each benchmark period (quarter 1, semester 1, quarter 3, semester 2).

- iv. All students must get pre-approval of all community service work. They can obtain pre-approval from the NHS adviser.
- v. Upon completing some community service, a student is responsible for obtaining an adult signature and contact information from that adult to verify that the community service was done for the said amount of time.
- vi. Dishonesty regarding NHS hours will be taken seriously and will lead to possible dismissal after due process occurs (Article VIII Section 3).

Article IX Projects

1. The AMHS Chapter shall carry out at least one school service project annually.
2. The chapter members may assist in the local military community by aiding in bazaars, or other military functions. Additionally, they may elect to carry out service projects in the local British community.

Article X Official Insignia

1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society. (NOTE: the content of this section parallels Article XV, section 2 of the national constitution, revised 2016).
2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.
3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

Article XI Powers

1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

2. The principal shall reserve the right to approve all activities and decisions of the chapter.
3. These bylaws 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.

Article XII Amendments

1. These bylaws may be amended by a $\frac{2}{3}$ vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, VII and VIII (selection, responsibilities and discipline), which are developed by the Faculty Council with the approval of the principal.
2. Bylaws and amendments must be consistent with the Constitution of the National Honor Society.