

## **Bylaws of the Da Vinci Chapter of the National Honor Society**

### **Article I: Name and Purpose:**

**Section 1.** The name of this chapter shall be the **Da Vinci Chapter** of the National Honor Society of Patch American High School.

**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 students of Patch American High School.

### **Article II: Membership**

**Section 1.** Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduation and honorary members have no vote in chapter affairs.

**Section 2.** 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 3.** Eligibility:

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Patch American High School.
- c. Candidates eligible for election to the chapter shall have a **minimum cumulative grade point average of 3.5** (out of a 4.0 unweighted grade point average; 85 or B are the alternative minimum standards for school using either 100-point scales or letter grade only). This scholastic level of achievement shall remain fixed, and shall be required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such a standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

**Section 4.** Members are required to earn **ten service points per quarter; 20 per semester!!** ©

- a. One hour of service equals one point (unless otherwise stated by the Chapter Co-Vice President in charge of service points).
- b. Up to two excess service points (any above five) will carry over to the next quarter.
- c. Members may receive up to 2 service points for baked goods per quarter.

### **Article III: Selection of Members:**

**Section 1.** The selection of members to this chapter shall be a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

**Section 2.** Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form (posted on Patch Website under NHS) for further consideration of selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using official evaluation form provided by the chapter advisor.
- d. The Faculty Council shall review the Candidate Form and faculty evaluations in order to determine membership.

**Section 3.** The selection of new, active members shall be held once a year during the second semester of the school year.

**Section 4.** Candidates become members when inducted at a special ceremony usually held the end of April.

**Section 5.** An active member of National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and is signed by the principal (alt., advisor)

**Section 6.** An active member of National Honor Society who transfers to this school will be automatically accepted for membership in this chapter with proof of induction from their last chapter i.e. certificate and/or card. 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 IV. : Discipline and Dismissal**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Da Vinci chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school community.

**Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (**3.5 GPA**), he/she will be given a written warning and a time period to improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

**Section 3.** Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

**Section 4.** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of school conduct code, the member may be dismissed.

**Section 5.** In all cases pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor/Faculty Council. The member and advisor 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 be held.
- b. The member will be given the opportunity to respond to the charge against him/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 advisor.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district disciplinary policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

**Section 6.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

#### **Article V: Officers**

**Section 1.** The officers of the chapter shall be president, vice president, secretary, and treasurer.

**Section 2.** Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

**Section 3.** A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

**Section 4.** It shall be the duty of the president to preside all the meetings for this chapter.

**Section 5.** The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

**Section 6.** The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

**Section 7.** The treasurer shall keep the record of chapter expenses, dues, and all other financial transaction of the chapter.

#### **Article VI: Executive Committee**

**Section 1.** The executive committee shall consist of the faculty advisor and the chapter officers.

**Section 2.** The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

#### **Article VII: Meetings**

**Section 1.** Bimonthly meetings will be held every first and third Tuesday of each month. They are to be run by the Chapter President and conducted according to parliamentary procedure. Meetings will begin promptly at 11:15am. Roll will be called out and recorded at the beginning of each meeting by the Chapter Secretary. All meeting announcements will be submitted to the school bulletin the Monday before the scheduled meeting. Personal reminders are not to be expected by the members.

**Section 2.** All chapter members shall conduct meetings according to Robert's Rules of Order.

**Section 3.** Members may not have more than three unexcused absences from regular bimonthly meetings per year.

- a. Excused absences are only considered those excused by the school (i.e. doctor appointments, illness, prearranged family trip). The excused readmit slip from the office must be shown to the Chapter Secretary by the next meeting.
- b. Members who miss three unexcused meetings will be placed on attendance probation for the duration of one quarter. They will receive a letter notifying them of their probationary status. If a member is on probation, he or she may not be considered a member in good standing on any forms, applications, or other references.
- d. After three meetings have been missed and are unexcused, the member will be dismissed upon missing a fourth meeting.
- e. After one quarter on attendance probation, the member will be taken off probation if no more unexcused absences have been recorded by the Chapter Secretary.

#### **Article VIII: Activities**

**Section 1.** The chapter shall determine one or more projects each year.

**Section 2.** All members shall regularly participate in these projects.

**Section 3.** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized and executed.

**Section 4.** Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects, to which all members contribute.

**Section 5.** The chapter shall publicize its projects in a positive manner.

#### **Article IX: Emblem**

Section 1. Each member of this chapter who is in good standing with regard to membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted to privilege of wearing the honor cords at graduation.

**Article X. Dues**

**Section 1.** Annual dues for this chapter shall be **\$20.00.**

**Section 2.** Dues will be payable to the chapter treasurer within 30 days of induction.

**Article XI. Powers**

**Section 1.** The chapter advisor is given the authority to supervise the administration of chapter activities as delegated by the school principal.

**Section 2.** The principal shall reserve the right to approve all activities and decisions of the chapter.

**Section 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 in undertakes.

**Article XII: Amendments**

**Section 1.** These by-laws may be amended by a 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

**Section 2.** By-laws and amendments must be consistent with Constitution of the National Honor Society.

**Date: Last date of approved revisions June 9, 2011**

**Signatures:**

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**Chapter President                      Secretary                      Advisor                      Principal**