**Cocoa Jr./Sr. High School**

**National Honor Society Bylaws**

**ARTICLE I: NAME**

The name of this chapter shall be the National Honor Society of Cocoa Jr./Sr. High School.

**ARTICLE II: PURPOSE**

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 Cocoa Jr./Sr. High School.

**ARTICLE III: POWERS**

**Section 1:** This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

**Section 2:** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 3:** Final authority on all activities and decisions of the chapter resides with the school principal.

**Section 5:** Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**ARTICLE IV: MEMBERSHIP**

**Section 1.** 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 2.** Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

**Section 3.** Eligibility:

1. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
2. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Cocoa Jr./Sr. High School.
3. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale.
4. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

**Service:** Candidates must demonstrate service to the school or community. Candidates must have made a significant and consistent contribution in some activity or organization (on a strictly volunteer basis) which promotes the idea of improving the quality of life for others.

The candidate who serves:

• Volunteers and provides dependable assistance

• Is eager and willing to offer said assistance

• Is willing to take on complex or unexpected tasks required to fulfill responsibilities

• Cheerfully and enthusiastically renders any request of service to the school

• Participates in volunteer services to better the community – examples may include

Girl Scouts, Boy Scouts, church groups, etc., or volunteer services for the elderly, poor, or disadvantaged

 **Leadership:** Candidates must demonstrate leadership in school or community

 organizations. This leadership may be demonstrated through previous positions that the

 candidate may have held formally or informally, either in school or the community.

 Candidates who exercise leadership:

• Are resourceful in making suggestions

• Demonstrate initiative in promoting school activities

• Exercise positive influence on peers in upholding school ideals

• Contribute ideas that improve the civic life of the school

• Successfully hold school offices or positions of responsibility

• Exemplify positive attitudes; inspire positive behavior in others; demonstrate

academic initiative

 **Character:** Candidates must demonstrate on a consistent basis maturity, sensitivity,

 high ethical/moral values, good sportsmanship, and above all honesty.

 Candidates of character:

• Should be role models for other students in their daily conduct and attitude

• Should take criticism with dignity and accept recommendations graciously

• Demonstrate the highest standards of honesty and reliability

• Accept criticism willingly and accept recommendations graciously

• Uphold principals of morality and ethics both in words and in actions

• Regularly show courtesy, concern, and respect for others

• Manifests truthfulness in acknowledging and obeying rules, avoiding cheating in

 written work, and showing unwillingness to profit by/revel in the mistakes of others

**ARTICLE V: SELECTION OF MEMBERS**

**Section 1.** The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

**Section 2.** The selection of active members shall be held once a year.

**Section 3.** Prior to the final selection, the following shall occur:

a. Students’ academic records shall be reviewed to determine scholastic eligibility.

b. All students who are eligible scholastically (i.e., candidates) shall be notified and

 asked to complete and submit the CHS National Honor Society Application for further

 consideration.

c. Candidates who complete the CHS National Honor Society Application will have their

 discipline records reviewed for disciplinary referrals to determine eligibility.

d. Upon completion of the application acceptance process, the candidates will be

 reviewed by the Faculty Council for the final selection of members based upon

 submitted applications.

e. Applications submitted after the date/time set forth by the faculty adviser(s) will not be

 considered. Incomplete or illegible applications will not be considered.

**Section 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

**Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. 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 VI: OBLIGATIONS OF MEMBERS**

**Section 1.** Annual dues for this chapter shall be $20. Dues will be payable to the chapter within 30 days of induction.

**Section 2.** Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the National Honor Society stole at graduation. Any member who withdraws, resigns, or is not in a good standing with the chapter shall not wear a stole at graduation.

**ARTICLE VII: 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 second meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

**Section 3.** Voting shall be by secret ballot. 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 at the meetings of the chapter and serve as the official representative of the chapter at school and community functions.

**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 and attendance records for meetings and be responsible for all official correspondence.

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

**Section 8.** Officers and the faculty adviser(s) shall collectively be known as the chapter’s executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS**

**Section 1.** Regular meetings of this chapter shall be monthly or bimonthly. Special meetings can be called by the president with approval of the adviser.

**Section 2.** This chapter shall conduct its meetings according to *Robert’s Rules of Order.*

**Section 3**. All chapter members are expected and required to attend all regularly scheduled chapter meetings. If unable to attend, members must let the advisor know in writing prior to the meeting of any conflict. Members shall miss no more than 2 meetings in any given school year. Failure to attend meetings may be grounds for probation or dismissal.

**ARTICLE IX: ACTIVITIES**

**Section 1.** The chapter shall determine one or more service projects for 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 adviser. This is in addition to the chapter projects to which all members contribute.

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

# **ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

**Section 1.** Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Cocoa Jr./Sr. High School 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 and community.

**Section 2.** If a member’s cumulative grade point average falls below the standard in effect when he/she was selected 3.0, he/she will be given a written warning and a reasonable time period for 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 includes consideration of dismissal from the chapter.

**Section 3.** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

**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 the school conduct code, the member may be considered for dismissal.

**Section 5.** Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

**Section 6.** In all cases of pending dismissal:

* 1. The member will receive **written notification** from the adviser/faculty council

indicating the reason for consideration of dismissal.

* 1. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the

faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.

* 1. The results of the faculty council vote will be presented to the principal for

review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

* 1. The faculty council’s decision may be appealed to the building principal and

afterwards according to provisions of the school district discipline policies.

* 1. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

**Section 7.** In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

**ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.**

**Section 1:** These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

**Section 2:** These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

**ARTICLE XII: AMENDMENTS**

These bylaws 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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

Adopted: October 1, 2022