



Constitution and Bylaws of the National Honor Society of Atlantic Coast High School: 2018-2019

Article I: Name and Purpose

Section 1: The name of this chapter shall be the National Honor Society of Atlantic Coast High School.

Section 2: The objective of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in all students at Atlantic Coast High School.

Article II: Membership

Section 1: Membership in this chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and shall be based on scholarship, leadership, service, and character. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period of one semester at Atlantic Coast High School or have received sufficient recommendations from teachers at their previous school.

Section 3: Candidates become members only when inducted at a special ceremony.

Section 4: A National Honor Society member who transfers from another school and brings a letter from the former principal or sponsor to Atlantic Coast's sponsor shall be accepted automatically as a member of this chapter. Transfer members must meet Atlantic Coast High School chapter standards within one semester in order to retain membership.

Section 5: Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 6: National Honor Society Dues are \$20.00 per school year. Please see your sponsor if you have difficulty paying your dues as fundraising can be arranged. Initial dues must be paid or fundraising arranged before the induction ceremony.

Article III: Election of Members:

Section 1: The election of members to this chapter of the National Honor Society shall be by a chapter Faculty Council consisting of five voting members and chaired by the advisor/sponsor (non-voting).

Section 2: To be eligible for membership in this charter, the candidate must be a junior or senior with a cumulative, weighted GPA of 3.5 or higher at the end of their sophomore or junior years and working towards a regular education diploma or an AP/Honors diploma. They must demonstrate in their Eligibility Inquiry Packet that they meet the criteria for leadership, character, and service, and must have been in attendance at Atlantic Coast High School for one semester. Eligibility Inquiry Packets are delivered to all Juniors and Seniors who take classes on the campus of ACHS and have a cumulative, weighted GPA. It is the responsibility of any fully dual enrolled student to make an appointment with the sponsor, Mrs. Curran, to discuss the student's ability to participate in NHS activities. This appointment must take place by October 15th of each school year.

Section 3: The selection of members to the chapter is by a majority vote of The Faculty Council who evaluates all eligibility inquiry packets that are submitted on time without the identity of the candidate known.

Section 4: Students will be notified of their selection or non selection in writing. The non selected student may make an appeal before the NHS sponsor and school principal only if a procedural error has been made.

Article IV: Membership Expectations

Section 1: Members in the National Honor Society will attend school regularly and enthusiastically participate in their classes understanding that they are setting the example for others to follow. Members who have more than 5 unexcused absences for each individual period or days during a nine weeks **must notify Mrs. Curran(last names A-L) or Mr. Frencl(last names M-Z) in writing immediately and will be placed on probation for the following nine weeks,** starting from the date of the 6th absence. If excessive absences, as determined by The Faculty Council, continue during the probationary period, the member will be referred to The Faculty Council for dismissal. You must take a note to the media center to have an absence excused. For instance, **if you are absent from 1st period 3 times and 5th period 2 times, this equals 5 absences.**

Section 2: Members in the National Honor Society will arrive to class on time. **Members who are tardy more than five times for each individual period are required to notify Mrs. Curran(last names A-L) or Mr. Frencl(last names M-Z), in writing and will be placed on probation for the next nine weeks starting from the date the 6th tardy occurred.** If a student continues to arrive tardy to class during the probationary period, they will be referred to The Faculty Council for dismissal. For instance, **if you are tardy to 1st period 3 times and 5th period 2 times, this equals 5 tardies.**

Section 3: NHS members are bound by an Honor Code:

“I will not use, nor will I give or receive unauthorized assistance on any exercise for which I am to be graded. I will not represent another person’s work as my own. I will not tolerate these behaviors in others.”

Failure to follow this honor code will result in a hearing in front of The Faculty Council and you may be dismissed from The National Honor Society.

Section 5: Members will report any disciplinary actions, including, but not limited to attendance contracts and referrals, to Mrs. Curran (last names A-L) or Mr. Frencl(last names M-Z), in writing. Failure to notify the sponsor within 24 hours will result in dismissal from The National Honor Society.

Article V: Dismissal

Section 1: The procedure for dismissal is in compliance with the rules and regulations and membership expectations of The National Honor Society.

Section 2: Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor(s) and given one nine week period to correct the deficiency, except in a case of flagrant violation of school rules or civil laws, the member’s right to warning is waived and may be immediately dismissed by The Faculty Council or placed on permanent probation.

Section3: Any member with two unexcused absences from meetings will be automatically placed on probation. A third unexcused absence may result in dismissal.

Section 4: In all cases of impending dismissal, a member shall have the right to a hearing before The Faculty Council.

Section 5: For purposes of dismissal, a majority vote of The Faculty Council is required.

Section 6: Failing to report disciplinary action will result in a hearing for dismissal from the National Honor Society. The reasoning is that the disciplinary action was event one and would have resulted in probation. Failing to report is event two and warrants dismissal.

Section 7: The National Council and the NASSP shall hear no appeals in dismissal cases.

Article VI: Officers

Section 1: New officer positions may be added as needed by the sponsor at any time. All ***members in good standing*** are eligible to run for any office/hold any office.

Section 2: All officers are required to make NHS a priority, to attend all NHS events including the officer meetings which be held from 2:10-4:00 the Friday before each NHS meeting. It is **highly recommended**, schedule permitting, that each officer serve as an executive intern to Mrs. Curran.

Section 3: The officers of this chapter shall be President, Vice-President, Director of Logistics, Director of Communications, Historian, Director of Community Service Activities, Director of Fundraising, and Director of Marketing.

Section 4: **Members in good standing must complete an intent to run questionnaire and obtain one letter of recommendation by a current academic teacher by the stated due date to be eligible to be elected in May.**

Section 5: If a National Honor Society officer fails to fulfill his/her duties as an officer, the officers may vote to dismiss him/her from office. The sponsors' vote breaks a tie. The sponsors' may override the vote altogether.

Section 6: Officers must receive 50% of the vote. In the event that 3 or more people run for an office and no receives 50%+ on the first vote, a run-off election between the top two candidates will take place immediately following the vote count.

The ***President's*** duties are to preside over all NHS meetings, to appoint committee chairs and/or committee members, and to carry out duties delegated to him/her by the sponsor of NHS. The president is also responsible for ensuring the duties of all other officers are being adequately fulfilled. He/she must create an agenda at the officer's meeting for the upcoming NHS meeting and submit it to both the sponsor and the *Director of Communications* prior to the meeting. The president of NHS is expected to make NHS the **top priority** of their senior year outside of academic obligations.

The ***Vice-President's*** duties are to act as *President* in case of his/her temporary absence or if he/she has been removed from office. If the president is in attendance during the meeting, you will assist the *Director of Communications and the Director of Logistics*.

The ***Director of Logistics***: duties are to electronically transpose all information including sign-ups, minutes, and attendance to NHS events. He/she must ensure that all information is accessible to all officers and sponsors on an electronic storage device/program. He/she is expected to coordinate with the members who are involved in the Dual Enrollment Program and are unable to attend meetings due to academic conflicts. He/she is also responsible for establishing a committee for executing the nametag attendance system prior to the meetings. Prior to the meeting, he/she must ensure all technology (computer, projector, and microphone) is available for use. During the meeting, he/she is to take attendance on a computer, real time.

This office will be appointed by the sponsor annually.

The **Director of Communications'** duties are to update the NHS website with the *President's* agenda prior to the meeting. During the meeting he/she is required to take electronic minutes (which will be added to the *President's* agenda on the website after the meeting) and immediately email them to the sponsor for dissemination, as well as to carry on necessary correspondence between the officers and the members. The necessary correspondence includes maintaining the website, actively using NHS-affiliated social media (including Remind 101) to keep the members updated on all things NHS.

The **Historian's** duties are to create a scrapbook of the NHS activities and to serve as publicity chairman to all news media. The Historian is required to be present to take photos at all NHS events.

The **Director of Community Service Activities'** duties are to keep an accurate and up-to-date record of members' service, as well as to help plan and implement service projects. In addition, he/she is responsible for the care and upkeep of the much beloved NHS butterfly garden (which is a permanent year-long service project) the first and third Thursday of every month. He/she is also required to create sign-up sheets for and take attendance at all the community service activities, and to ensure the delivery of both to the *Director of Logistics*.

The **Director of Marketing's** duties are to work closely with the *Director of Community Service Activities* and the *Director of Fundraising* to provide assistance in publicizing as well as advertising community service activities and fundraising events.

Article VII: Meetings

Section 1: Regular monthly meetings on the **second Thursday of each month** will be held during the school year at 2:10 in the Performing Arts Center.

Section 2: Attendance at monthly meetings is **mandatory**. All members are required to submit in writing the reason for any absence by emailing the sponsor at currank@duvalschools.org for last names A-L and frenclj@duvalschools.org for last names M-Z. After two absences, the member may be placed on probation by The Faculty Council. The third absence may result in dismissal.

Section 3: Students who are in Dual Enrollment **and have a scheduled college class at the scheduled meeting time** will be excused from the meeting as long as they have submitted a copy of their college schedule to the sponsor **and have communicated with the to receive a copy of the meeting minutes**. Dual enrollment members are required to participate in all chapter activities that take place unless they are in a scheduled college class and have provided proof of their college schedule.

Article VIII: Activities:

Section 1: Each chapter shall determine one or more service projects for the year.

Section 2: All members are expected to 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: All junior members are required to have 25 hours of volunteer service submitted to the sponsor before winter break. All senior members are required to have 50 hours of volunteer service submitted to the sponsor before Thanksgiving break. The areas

for which a person may receive credit are tutoring, setting up labs, typing, giving some other assistance to a teacher, or volunteering in a community service project. Studying together does not constitute tutoring nor does assisting a sibling. The National Honor Society will accept service hours affiliated with a religious organization. However, all NHS members are strongly encouraged to obtain 75-100 service hours from a secular organization in order for them to be eligible for the Bright Futures Scholarship. All inquiries and hour submissions must be made to your guidance counselor in order to determine eligibility for The Bright Futures Scholarship.

Article IX: Stoles:

Section 1: Each member of this chapter who is in good standing (3.5 weighted grade point average, acceptable meeting attendance, a minimum of fifty service hours submitted to Mrs. Curran, club fundraising completed, club service projects participated in, dues paid, and for members who are on probation, no further incidents have occurred) shall be entitled to wear the NHS stole at graduation.

Section 2: Any member who withdraws or is dismissed from the chapter shall not be entitled to wear the NHS stole or have the emblem on their diploma.

Article X: Amending the Constitution and Bylaws

Section 1: A chapter may wish to adjust the bylaws to amplify sections of its constitution. Bylaws do not need to be approved by The National Council if they are consistent with regulations outlined in the constitution.

Section 2: The Constitution and bylaws may be changed annually by a majority vote of the Faculty Council. All members will be given one semester to meet any new standards set by the Faculty Council.

Stoles for seniors will be distributed to all members in good standing when caps and gowns are scheduled to be picked up in May.