



Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1—The name of this chapter shall be the RCS Chapter of the National Honor Society.

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 Ravena-Coeymans-Selkirk High School (hereafter referred to as RCS HS).

ARTICLE II: MEMBERSHIP

Section 1—Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or 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

- i) Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least two semesters at RCS HS.
- ii) Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 90.0%. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- iii) Upon meeting the grade level, GPA, attendance, and discipline standard requirements, candidates shall then be considered based on their service, leadership, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1—The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members approved by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2—Prior to selection, the following shall occur:

- i) Students' academic and school records shall be reviewed to determine scholastic eligibility.
- ii) Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Self-evaluation Form for further consideration for selection.
- iii) The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- iv) The Faculty Council shall review the Student Activity Information 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 third quarter of the school year.

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

Section 5—Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6—An active member of the RCS National Honor Society who transfers from this school may request a letter indicating the status of his or her membership and signed by the chapter adviser.

Section 7—An active member of the National Honor Society who transfers to RCS will be automatically accepted for membership in this chapter upon presentation of an appropriate letter from their previous school. 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 or her membership.

ARTICLE IV: APPEALS IN CASES OF NON-SELECTION

Section 1— Satisfying the academic, attendance, and discipline requirements for NHS membership does not guarantee selection. Non-selection may occur based on the student's information form or the faculty confidential information form.

Section 2 – Non-selected students will be notified in writing. Notification will include categorical information on the reason for non-selection.

Section 3 – An appeal for non-selection would be appropriate if the student and/or parent believe that a technical error has occurred during evaluation. Examples of such technical errors include but are not limited to inadvertent omission of the student's name from the induction list, erroneous averaging of grades, and erroneous calculations from the faculty confidential information form.

Section 4 - An appeal for non-selection would be appropriate if data collected in the first phases of the selection process were no longer valid during later phases of the selection process. Examples include but are not limited to corrected attendance records and reversed discipline referrals.

Section 5 – To appeal non-selection, the student / parent(s) should first contact the advisor within two weeks of notification of non-selection. The advisor will coordinate a phone conference, face-to-face conference, or receiving of information re: Section 3 or Section 4. Possible outcomes of this step include sustaining the non-selection, requesting the Faculty Council to reconsider the case, and reversal of the non-selection resulting in selection. The student / parent(s) and Faculty Council will be notified of the outcome in writing.

Section 6 – Should the student / parent(s) not be satisfied with the result of Section 6, the next level is a meeting of the student / parent(s), advisor, and principal. A letter including relevant information may be sent in lieu of a face-to-face meeting. The principal will take all information into consideration and decide the outcome. Possible outcomes of this step include sustaining the non-selection, requesting the Faculty Council to reconsider the case, and reversal of the non-selection resulting in selection. The student / parent(s), advisor, and Faculty Council will be notified of the outcome in writing.

ARTICLE V: DISCIPLINE AND DISMISSAL

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

Section 2—If a member’s cumulative GPA falls below the standard in effect when he or she was selected, he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3—If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4—Violation of the law or school regulations can result in dismissal of a member. 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.

Section 5—Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6—In all cases of pending dismissal

- i) The member will receive written notification indicating the reason for possible dismissal from the adviser or 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).
- ii) 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. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- iii) 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.
- iv) The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- v) When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered 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 VI: OFFICERS

Section 1—The officers of the chapter shall be president, vice president (or co-presidents), attendance secretary, recording secretary, clerical secretary, treasurer, and recycling coordinator.

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 returning 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 at the meetings for this chapter and to work with the advisor to present information to the members. The president shall also be responsible for the planning of NHS events including the Induction Ceremony.

Section 5—The vice president shall preside in the absence of the president and shall also work with the president and advisor as necessary to present information to the members. The vice president shall also assist in the planning of NHS events including the Induction Ceremony.

Section 6—The attendance secretary shall maintain the attendance records for all NHS meetings and activities. The attendance secretary shall also send information (via e-mail or homeroom) to members who missed meetings due to illness. In general, the attendance secretary handles correspondence to the members.

Section 7 – The recording secretary shall take the minutes at all NHS meetings and provide a final copy to the Advisor for posting. The recording secretary shall also contact the school public relations officer regarding upcoming NHS events. In general, the recording secretary handles correspondence inside the school district.

Section 8 – The clerical secretary shall collect and maintain the members’ community service receipts including a current tally of hours served. The clerical secretary shall also maintain the NHS bulletin board. In general, the clerical secretary handles correspondence outside of the school district.

Section 9 – The treasurer shall collect, count, and deposit any money coming in to NHS from fund raisers and dues collection. The treasurer shall also keep track of amount of money raised by each member and the members’ “fund raiser credit.” The treasurer shall also arrange for payment for NHS activities (with advisor).

Section 10 – The recycling officer shall coordinate the 6 person recycling team to collect recyclable materials weekly.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1—The executive committee shall consist of the faculty adviser 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 VIII: MEETINGS

Section 1—Meetings of this chapter shall be monthly. Specific dates will be distributed to all members during the first week of school.

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

Section 3—All chapter members are expected to attend all regularly scheduled chapter meetings. Members may request an “allowed absence” once per semester by notifying the Advisor and Attendance Secretary in advance of the meeting in question.

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 that 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 its projects in a positive manner.

ARTICLE X: EMBLEM

Section 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.

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 the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

ARTICLE XI: POWERS

Section 1—The chapter adviser 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 it undertakes.

ARTICLE XII: AMENDMENTS

Section 1—These bylaws may be amended by a two-thirds 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, IV and V (selection, appeals and discipline), which are developed by the Faculty Council in conjunction with the Advisor.

Section 2—Bylaws and amendments must be consistent with the constitution of the National Honor Society.