

**Chapter Bylaws of the Enlisted Members for the  
Chapter of the Florida Southwestern Collegiate High School –  
Charlotte**

**National Honor Society**

Adopted this day, September 26<sup>th</sup>, 2014

**Article I: Chapter Name**

The name of this chapter shall be the Enlisted Members for the Chapter of the Florida SouthWestern Collegiate High School - Charlotte National Honor Society.

**Article II: Chapter 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 and students of Florida SouthWestern Collegiate High School.

**Article III: Powers**

**Section 1:** This chapter operates under the direction of and in full compliance with the FSWC National Constitution.

**Section 2:** The chapter advisor 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 4: 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, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members and officers.

## **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 graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and honorary members have no voice or vote on chapter affairs.

**Section 3:** Eligibility

- a. Candidates eligible for selection 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 enrolled for a period equivalent to three semesters of high school.
- c. Candidates eligible for admittance to the chapter shall have a minimum cumulative grade point average of 3.6 weighted on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

## **Article V: Selection of Members**

**Section 1:** Selection procedures are required to be published but not within chapter bylaws. Therefore, individuals seeking information upon the election procedures should refer to Article IX, Section 4 of the National Honor Society Official Constitution.

## **Article VI: Obligations of Members**

**Section 1:** Annual dues for this chapter shall be \$10.00 and are to be paid by September 15<sup>th</sup>. Newly inducted members will pay \$10.00 dues by April 15<sup>th</sup>.

**Section 2:** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society. This applies to any form of representation of the emblem.

**Section 3:** Any member who withdraws or resigns from the chapter shall be granted the privilege, except at graduation, of wearing the emblem adopted by the National Honor Society. Those dismissed will not hold the privilege of wearing or otherwise using

the NHS emblem. For special cases, the decision is left at the discretion of the Faculty Council.

**Section 4:** Chapter members who are seniors in good standing shall be granted the privilege of wearing NHS stoles (or other insignia adopted at the local level) at graduation. The Faculty Council will review the standing of each senior

### **Article VII: Officers**

**Section 1:** The officers of this chapter shall be President, Vice President, Secretary, Treasurer, and Public Relations Officer.

**Section 2:** Student officers shall be elected each year after the spring induction ceremony but before the end of the spring semester of each school year. Any active member can run for secretary, treasurer, or public relations officer. Only returning members in good standing may run for either president or vice president. New members may only run for president or vice president in the absence of returning member candidates. 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. If after the second vote a majority is not determined, the chapter advisor will determine the winner.

**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. The President will also preside over the annual induction ceremony.

**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. The Secretary's duties also include correspondence with members unable to attend meetings.

**Section 7:** The Treasurer shall keep a record of business expenses, dues, fundraising, and all other chapter financial transactions.

**Section 8:** The Public Relations Officer is in charge of the creation, maintenance, and updating of the website and is responsible for positively promoting the club within the school and community.

**Section 9:** Officers and the faculty advisor(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 in the business of the chapter. 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 as needed, with officer meetings weekly, in the advisor's room. These meetings may be subject to change. Special meetings can be called by the President with the approval of the advisor.

**Section 2:** Vital meetings must follow Robert's Rules of Order, Revised Edition. Update meetings will be held as thus:

This chapter shall conduct its meetings by first calling the meeting to order, then recording member attendance. A brief review of the meeting agenda follows soon after. During meetings, the Chapter President has the floor initially to discuss issues and upcoming events, etc, as dictated by the meeting agenda. During and after which time the floor is open to all members and officers for comprehensive discussion.

**Section 3:** Members are expected to attend all chapter meetings. Meetings should be held as high priority with exceptions of attendance when deemed strictly necessary. It is the responsibility of the member to contact the Secretary whenever a meeting is missed.

### **Article IX: Chapter Activities**

**Section 1:** The chapter and its members shall determine one or more service projects for each year, ideally one per quarter.

**Section 2:** 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. The minimum required number of service hours needed from each member for service projects is 5 hours per project, planned per semester.

**Section 3:** 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 is approved by the chapter advisor. This is in addition to the chapter projects to which all members must contribute. The minimum required number of service hours needed from each member for individual service projects (ISP's) is 5 hours per ISP, planned per semester.

**Section 4:** There shall be teams developed to meet the chapter's quarter, semester, and/or yearly goals. These teams will meet regularly to fulfill responsibilities, and team leaders will notify the

chapter advisor and president of progress at the regular Friday meetings.

**Section 5:** All members are expected to regularly participate in official chapter activities.

**Section 6:** 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, leadership, character, or service may be considered for discipline or dismissal from the Enlisted Members 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 in 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 (this effective GPA requirement is 3.6, weighted), he/she will be given a written warning in a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning, the student will be subject to further disciplinary action by the Faculty Council that can include consideration of dismissal from the chapter.

**Section 3:** Violations of the law and school regulations can result in immediate consideration of the 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, functions, or in the community.

**Section 4:** Offenders of the school conduct code including the use of profanity, failure to comply, unexcused absences, and excessive tardiness, will receive written warning notification. The conference may be requested by either party, the Faculty Council or student/parent. If the member is involved in another violation of the school conduct code, the member may be considered for chapter 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:

- a. The member will receive written notification from the advisor or Faculty Council indicating the reason for consideration of dismissal.

- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (this 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.
- c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in the letter sent to the student and their parents. 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 according to provisions of the school district disciplinary policies.
- e. A member who was dismissed or resigns may never again be considered for membership into 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 from the date of approval noted on this document.

### **Article XII: Amendments**

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 Article V (Selection) and X (Dismissal), which are developed by the Faculty Council with the approval of the principal as dictated by the National Honor Society Official Constitution.

Approved on September 26<sup>th</sup>, 2014