

**C.D. HYLTON HIGH SCHOOL  
NATIONAL HONOR SOCIETY BYLAWS  
2018-19**

**ARTICLE I: Name**

The name of this organization shall be the Hylton Chapter of the National Honor Society of C.D. Hylton High School.

**ARTICLE II: Purpose**

This organization shall have as its purpose, to create enthusiasm for scholarship, to render service to the community, to promote leadership and to develop character in students as directly approved by the C.D. Hylton High School principal and the Associate Superintendent of High Schools for Prince William County Public Schools.

**ARTICLE III: Powers**

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

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. (See Article V, Section 1 of the National Constitution.)

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, gender, political preference, sexuality, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**ARTICLE IV: Selection of Members and Transfer of Membership**

Membership is an honor bestowed upon a student. Selection for membership is made by the Faculty Council and is based on outstanding scholarship, character, leadership, and service as outlined in the Constitution of the National Honor Society and the Prince William County Schools regulation governing National Honor Society.

1. Students are eligible for membership selection at the end of the second semester of their sophomore year.
2. To be eligible for membership students must have a 3.6 minimum grade point average and must submit an application by the designated due date. Students must be enrolled in at least six classes throughout the academic school year in order to retain membership.

3. Based on their personal knowledge of and experiences with the candidates, Hylton High School faculty members will be invited to rate candidates in the areas of character, leadership, and service. This evaluation will take place in the form of a rating sheet distributed by the advisers. In order to be considered for membership, candidates must generally receive ratings of 3 or 4 for each faculty member rating submitted.
4. Prior to presentation to the Faculty Council, the chapter adviser will review all applications for the Hylton Chapter of the National Honor Society for meeting scholarship requirements.
5. The Faculty Council will review the applications for service, leadership, and character. The C.D. Hylton faculty information, as well as the candidate information form will be considered when determining which candidates will be recommended to the principal to be invited to be inducted. As a member of National Honor Society students have a great deal of opportunity to build their service, leadership, and character; therefore, our chapter does not have a minimum number of leadership positions or service projects to apply. The Faculty Council looks for candidates who show promise to develop these qualities. Detentions, suspensions and other disciplinary actions are considered when determining strength of character. If any information on the candidate information form is determined to be false, the candidate will not be recommended for membership.
6. Final selections will be made by the school's Faculty Council with final approval of selected candidates by the school principal. The names of the members of the Faculty Council will be kept confidential.
7. The principal has final say for the list of candidates who will be inducted.
8. Students will be notified in writing of selection or non-selection to the National Honor Society and those selected will be eligible for membership and induction. Failure to complete the induction process means a candidate does not become a member. If extreme circumstances prevent a candidate from attending the induction ceremony, the candidate must notify the chapter adviser who will have a candidate pledge the oath at the meeting following the induction.
9. A member who has been inducted at another school and brings a letter from the principal or chapter adviser confirming membership or who presents an induction certificate shall be accepted as a member of the Hylton chapter. However, if the member was inducted under less stringent requirements the member will have one semester to meet the requirements of the Hylton chapter.

#### **ARTICLE V: Obligations of Members**

In order to remain active members in good standing and to be eligible for National Honor Society recognition at graduation, each member is required to fulfill the following obligations:

1. Members must maintain a minimum cumulative 3.6 grade point average at the end of each semester and continue to uphold the criteria of scholarship, character, leadership and service which were the basis for their selection.
2. Members must be enrolled in six classes throughout the academic school year.
3. Members must participate in at least 20 hours of community service for each academic year of membership. Three of those hours must be earned through providing tutoring at Hylton High School and must be verified by a Hylton High School staff member. No more than five hours

may be from the summer preceding the academic year. No more than ten hours can be from a single event (an event, not a day of an event). All service hours must be documented and the documentation submitted within four months of when they were earned. The documentation must be signed by the supervisor of the activity and an email and/or phone number for that person must be provided on the service documentation form. No service forms may be signed by students. Summer hours must be submitted by the end of October. Church hours must be from events that are open to the public or serve the community beyond the church.

4. All seniors must have all membership obligations completed and submitted by the last school day in April. The adviser must submit names for the graduation program and cord orders on the first school day in May. There will be no exceptions to this deadline.
5. Any member who wishes to run for an NHS office must complete all member obligations by the deadline for submitting intent to run for office.
6. Members must regularly attend monthly general membership meetings. A member must miss no more than three meetings in a given year. If extenuating circumstances prevent a member from making a fourth meeting, the member must complete two additional service hours to make up for the fourth meeting. Other extenuating circumstances must be reviewed by the adviser(s). Absences for sporting events, attending other club meetings, etc. do not fall under extenuating circumstances.
7. Each member will pay a one-time dues of \$20.00. A receipt will be issued by the adviser for all dues collected. The adviser will deposit all monies collected into the chapter account via the school bookkeeper. Checks will be made payable to C.D. Hylton High School with "NHS dues" noted on the memo line. Members who qualify for free/reduced lunch may apply for a waiver from membership dues.
8. Participate in at least one chapter-sponsored service activity each year. Members must complete two more service hours if this requirement is not met.
9. Support at least one fundraiser each year. Members must complete two more service hours if this requirement is not met.

## **ARTICLE VI: Officers**

Section 1: The chapter will hold the election for officers once a year at a general membership meeting in April. Voting will take place by secret ballot tallied by the chapter adviser. A quorum of 50% +1 member voting is required for a valid election.

Section 2: In order to run for election, the member must have completed the membership obligations for that year and must submit an application/letter of intent to run for an officer position.

Section 3: In order to win the election, a candidate must have received the majority of votes cast. If the winner is found to not have completed member obligations, the office will go to the person with the next highest vote tally.

Section 4: All elected officers shall be installed in May and begin their term of office the day after senior commencement and will have a term of one school year.

Section 5: In the case that an office falls vacant, the adviser(s) may call for a special election.

Section 6: The National Honor Society officers shall consist of the following:

- President
- Vice-President
- Secretary/Publicity/Social Chairperson
- Service/Projects Chairperson
- Tutoring Chairperson
- Historian

Section 7: The President shall fulfill the following duties:

1. Preside over executive council and general membership meetings
2. Establish and maintain meeting etiquette at membership meetings
3. Use Robert's Rules of Order for all voting items outside of elections
4. Submit member meeting agendas to adviser two school days in advance of the meeting
5. Submit Executive Council meeting agendas to adviser one school day in advance of the meeting
6. With the Vice President, plan and preside over induction
7. Call special meetings
8. Plan and prepare agenda for all chapter meetings
9. Supervise all chapter activities

Section 8: The Vice-President shall fulfill the following duties:

1. Serve as the chapter president when the president is unable to fulfill duties
2. Support the chapter president and all chapter activities
3. Collect and alphabetize service hours at membership meetings and submit service hours to adviser at conclusion of meeting
4. With the President, plan and preside over induction
5. Council members regarding meeting membership obligations
6. Work with adviser to conduct mid-year service hours check

Section 9: The Secretary/Publicity/Social Chairperson shall fulfill the following duties:

1. Maintain accurate minutes of each chapter and Executive Council meeting, type the minutes and within 48 hours of meetings, provide to adviser for posting on chapter website
2. Carry out correspondence for the chapter
3. Plan and coordinate chapter socials
4. Publicize chapter meetings, activities, and fundraisers
5. With adviser approval, publicize chapter activities and fundraisers through the school communication channels such as school television, school website, school social media sites, posters and bulletin boards

6. Maintain and organize attendance sheets for meetings and submit to adviser at the conclusion of each meeting

Section 10: The Service/Projects Chairperson shall fulfill the following duties:

1. Research opportunities for school and community projects
2. Work with Secretary/Publicity/Social Chairperson to publicize chapter activities and fundraisers through the school communication channels such as school television, school website, school social media sites, posters and bulletin boards
3. Implement well-planned and well-executed projects that fulfill a need within the school or community
4. Create helpful service project opportunities that can be conducted during chapter socials and after meetings for one service hour.

Section 11: The Tutoring Chairperson will fulfill the following duties:

1. Schedule and coordinate regular tutors at school
2. Research additional tutoring opportunities at neighboring middle and elementary schools.
3. Advertise tutoring through school communication channels such as school television, school website, school social media sites, posters and bulletin boards.
4. Maintain a process for signing up for tutoring
5. Maintain, and make available to members, the tutoring schedule
6. Coordinate with Hylton staff members to find times in which students can tutor with a specific teacher.

Section 12: The Historian will fulfill the following duties:

1. Keep a written, accurate registry of National Honor Society members
2. Compile a hard copy photograph, memorabilia, and document record of the chapter's activities throughout the year
3. Compile a final tally of service activities and hours completed during the year to make available for the induction ceremony.
4. Make the chapter's records available at the spring induction ceremony
5. Create a senior farewell video consisting of pictures and videos from throughout the year to present at the final meeting.

## **ARTICLE VII: Meetings**

Section 1: The National Honor Society will meet at least once each month during the school year for a general membership meeting. Days will be designated by the executive committee and approved by the adviser.

Section 2: Special meetings, approved by the executive committee, may be called by the president.

Section 3: The executive committee will meet the week before each general membership meeting and at other times as deemed necessary.

Section 4: All membership meetings shall be open meetings and shall be held under supervision of an adviser or designee.

Section 5: Signing in for attendance is the responsibility of the member. Failure to sign in is considered an absence. Members may only sign the attendance sheet for themselves. Signing for another member constitutes forgery and is subject to disciplinary action.

## **ARTICLE VIII: Activities & Service Projects**

### Section 1: Tutoring

1. The Hylton chapter of the NHS shall provide tutoring twice a week for five-day school weeks beginning not later than October 1. The schedule may be adjusted for short weeks or other interruptions.
2. Tutoring at selected elementary and middle schools shall be offered as available.
3. Although each may not be offered at each session, tutoring will be offered in the areas of social studies, math, English and science. Tutoring for world languages will be offered when students are available.
4. National Honor Society members are required to tutor three hours at Hylton High School. This tutoring must be verified by a Hylton High School staff member who will sign the tutoring form and provide an email. This tutoring can be completed either in the library after school or can be with a teacher in a classroom.
5. Any hours earned beyond the three required hours can count as regular service hours.
6. Tutoring relatives and friends does NOT count for tutoring.
7. You may not be paid for tutoring if you are counting it as service.

### Section 2: Service Projects

1. Organized service projects shall occur at least once each semester.
2. The Service/Projects Chairperson shall form committees for service projects.

## **ARTICLE IX: Funds**

The chapter must adhere to all school policies, regulations and procedures in handling monies. There shall be no off-campus accounts for the chapter's fund control. All fundraisers must have prior approval through school and county procedures.

The chapter adviser is responsible for handling all monies and maintaining financial records. The chapter may request an account report from the school bookkeeper. All monies collected must be deposited in accordance with established school/county procedures.

If the chapter becomes inactive, any funds remaining should be deposited in the school's main account.

## **ARTICLE X: Dismissal and Discipline of Members**

1. Members who fail to maintain the 3.6 GPA will be notified in writing and placed on probation for one semester but will be allowed to participate in activities. Members who do not improve their GPA after the semester of probation will have their membership reviewed by the Faculty Council which will make a recommendation to the principal on membership status.
2. Members who fail to complete annual service hour requirements will be notified in writing and placed on probation for one semester but will be allowed to participate in activities. Members who do not improve their GPA after the semester of probation will have their membership reviewed by the Faculty Council which will make a recommendation to the principal on membership status.
3. Members who flagrantly violate the law or school policies will have their membership reviewed by the Faculty Council which will make a recommendation to the principal on membership status.
4. The procedure for dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.
5. Charges informing the member of consideration of dismissal shall be made in writing to the member.
6. Members have the right to due process which may include an in-person hearing by the Faculty Council. Due process hearings are the only time in which the Faculty Council members may be revealed.
7. If a member receives their second detention due to multiple tardies, disciplinary action will ensue.

## **ARTICLE XI: Ratification and Approval of Bylaws**

Bylaws shall be voted on by membership at the first meeting. A majority is required for approval of the bylaws. Membership approved bylaws shall be submitted to the principal for final approval.

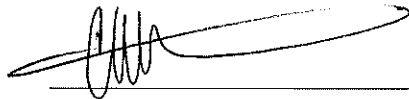
## **ARTICLE XII: Amendments**

A two-thirds majority vote of members attending the general membership meeting in which an amendment is proposed is required to amend these bylaws. A quorum of 50% +1 member is required for voting.

FIRST READING APPROVED BY CHAPTER ON:

May 29, 2018

SIGNATURE OF PRESIDING PRESIDENT:



DATE: June 4<sup>th</sup>, 2018

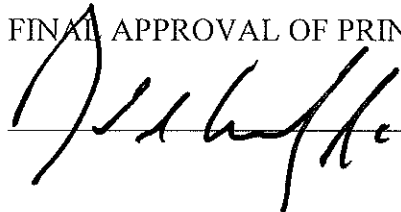
SIGNATURE OF ADVISER:



DATE: June 1, 2018

These bylaws shall be presented to the general membership at the first meeting and members shall sign for receipt and understanding of its contents.

FINAL APPROVAL OF PRINCIPAL:



DATE: 6/3/18