



# Bellaire High School

5100 Maple Street, Bellaire, Texas 77401  
T: 713-295-3704 | F: 713-295-3763 | [www.Bellaire.org](http://www.Bellaire.org)  
Michael McDonough, Principal

## Chapter By-Laws for the Bellaire Chapter of the National Honor Society

### ARTICLE I: NAME

The name of this chapter shall be the Bellaire Chapter of the National Honor Society.

### 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 Bellaire 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: This chapter will remain an active member of the state association, Texas Association of National Honor Societies, by paying annual dues and participating in state functions when possible.

Section 3: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: 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, sexual orientation, gender identification 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.



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## 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 two semesters at the beginning of the student's senior year.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.7 on 5.0 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. 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 during the second semester of the school 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 **candidate information form** for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the **official input form provided by the chapter adviser**.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

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 to retain his/her membership.



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## ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be FIVE DOLLARS (\$5.00). Dues will be payable to the chapter within 30 days of induction.

Section 2. Each member of this chapter who is in good standing regarding the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. A member in good standing each semester will meet or exceed the minimum requirements for service and tutoring as specified in Article IX.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the official NHS stole at graduation.

## ARTICLE VII: OFFICERS

Section 1. The chapters' officers of the chapter shall be president, academic vice-president, service vice-president, treasurer, and secretary/historian.

Section 2. Student officers shall be elected at the last 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. The **president** presides at the meetings of the chapter and serves as the official representative of the chapter at school and community functions.

Section 5. The **service vice president** shall preside in the absence of the president and manages and records members' contributions to leadership and service. This office is open to seniors only. "Manages" means:

- a. Efficiently communicating service opportunities using the NHS website to the membership;
- b. Communicating with event chairpersons and the NHS adviser;
- c. Receiving from event chairpersons and then recording attendance at NHS sanctioned events.



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Section 6. The **academic vice president** presides in the absence of the president and the service vice president and manages the tutoring service offered by our local chapter. This office is open to seniors only. "Manages" means:

- a. Advertising the tutoring service on campus and via the NHS website and social media notifying members of updated tutoring opportunities;
- b. Recording/reporting the tutoring hours of each member; communicating with other officers and the NHS adviser.

Section 6. The **secretary/historian** is a senior only positions and offices duties include:

- a. Records the minutes of official meetings of the membership and the chapter officers; shall keep the minutes and attendance records for meetings and be responsible for all official correspondence;
- b. Communicates each meeting's minutes in a digitized format to the membership;
- c. Manages the chapter's website;
- d. Communicates meeting reminders to the membership, publishing locations and times.

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

- a. Collecting annual dues;
- b. Reporting the chapter's financial condition at each meeting.
- c. Managing chapter sanctioned fundraisers.

Section 8. The **attendance/logistics secretary** office will be held by a junior. Duties include:

- a. Records the memberships attendance at official meetings;
- b. Communicates each NHS members presence/absence to the adviser;
- c. Corrects attendance records after consulting with the adviser.
- d. Assures the meeting room is properly set-up prior to the meeting.

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, excepting the months of December, March, and May. 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. Members are expected to two (2) chapter meetings each semester.



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## 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. Absent extenuating circumstances made know to and verified by the chapter adviser, members in-good-standing must:

- a. Each semester complete **three hours of tutoring** in an area(s) of her/his expertise, **and**
- b. Each semester complete **six hours of service** as follows:
  - a. Participate each semester in a **minimum of two (2) NHS sanctioned events** for total of six hours and/or
  - b. Participate in **one non-sanctioned volunteer service event** that does not involve religious proselytizing (persuading people to join a faith community and/or participate in its rituals) or is political in nature (working for a candidate and/or political party and that meets these requirements:
    - i. The event requires pre-approval from the adviser.
    - ii. The event must produce a document signed by an adult associated with the event's planning and/or implementation. The document must be presented to the Service Vice-President with ten (10) business days after the event. **OR**
  - c. Participate by giving a voluntary in-kind or monetary donation to a NHS sanctioned event or a charitable, non-profit cause adopted by the Bellaire Chapter of the NHS. **An in-kind or monetary donation is the equivalent of one hour of service.**
  - d. **The six hours of service may be distributed over any of the events outlined above.** For example, in the fall semester, Student A participates in the required two NHS-sanctioned events for a total of 3 hours. Then Student A does a service project through her Girl Scout troop for 2 hours. Later Student A donates \$5.00 toward purchasing a Project Santa gift. Student A has met the 6-hour requirement for the fall semester.

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



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## 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 Bellaire 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, that is, 3.7 beginning with the inductees of Spring, 2018, he /she will be given a written warning and a reasonable time 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 because 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 adviser/faculty council indicating the reason for consideration of dismissal.
- b. 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 can 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 a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.



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e. 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 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.

Approved on [Insert date]: (Indicate date of last approved revisions)

### Signatures/

Rhiannon Morris  
Chapter President

Sarah Eknoyan  
Secretary-Historian

Carl Casteel  
Adviser

Michael McDonough  
Principal.