



Chapter Bylaws of the  
National Honor  
Society

**ARTICLE I: NAME**

The name of this chapter shall be the National Honor Society Chapter of Creekside High School.

**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 Creekside 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:** The chapter sponsors are 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 administration.

**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, 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 council and shall be based on the pillars of scholarship, service, leadership, and character.

**Section 2.** Membership in this chapter shall be known as active and alumni. Active members become alumni members at graduation. Alumni members have no voice or vote in chapter affair

**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. 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) The faculty council shall review the candidate information forms and other relevant information to determine those who fully meet the selection criteria for membership.

1. Students' academic records shall be reviewed to determine scholarship students.

a. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted grade point average of 3.75 on a 4.0 scale.

2. Students' community service records shall be reviewed to indicate service and leadership.

a. Candidates must have 30 documented community service hours.

b. The 30 hours must be volunteer hours, NOT paid hours.

c. Documentation must be through Home Access Center.

3. Students' discipline records shall be reviewed to indicate character/honor.

a. Disciplinary records will be reviewed as part of the evaluation of leadership and character. Level III and Level IV infractions may be grounds for non-selection.

**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 in order to retain his/her membership.

**Section 7.** Active members may be placed on warning for one semester if they fail to meet National Honor Society expectations as listed in Section 3.

## **ARTICLE VI: OBLIGATIONS OF MEMBERS**

**Section 1.** Annual dues for this chapter shall be \$20.00.

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

**Section 3.** Chapter members who are seniors in good standing shall be granted the privilege of wearing the graduation stole at graduation.

## **ARTICLE VII: OFFICERS**

**Section 1.** The officers of the chapter shall be President, Vice President of Service, Vice President of Scholarship, Secretary, Treasurer, and Historian.

**Section 2.** All rising senior members in good standing with the chapter are eligible to run for a position as an officer. Interested rising senior candidates will submit an application for review by advisors to ensure that all requirements are met.

**Section 3.** Student officers shall be elected at the last meeting of each school year. Each candidate will give a short speech before voting begins for their position. Voting shall be by secret ballot.

**Section 4.** Officer Duties will include, but not be limited to:

President Duties:

- Create agendas for all meetings with the advice and consent of other executive committee members and the sponsors. The President should be open to input from all members regarding the content of meetings and agendas. \*PowerPoints must be sent to the sponsor 24 hours before the NHS meeting for final approval.
- The President will preside at the meetings of the chapter
- Represent the chapter in public relations and official functions, including communication between other organizations for service projects and school administration for approval of necessary information.
- See to it that the chapter performs group community service projects each semester. The Vice-President of Service must organize at least one project; any officer may organize the others.
- Coordinate Executive Council NHS induction celebration for new council members at the end of the year.
- Maintain communication with NHS sponsors and other council members and will hold everyone accountable for performing their duties and responsibilities.

Vice President Service Duties:

- Lead and organize chapter service projects
- The Vice Presidents of Service keep track of club service hours
- Work closely with the President and sponsors to assess progress towards meeting chapter goals.

Vice President Scholarship Duties

- The Vice Presidents of Scholarship will share any scholarship opportunities with the club.
- Assist the Vice President of Service in leading and organizing chapter service projects.

Secretary Duties:

- Edit and post the agenda for chapter meetings to Schoology.
- Make a questionnaire for absent members (for attendance purposes) to be posted to Schoology.
- Keep a list of all members' contact information to communicate updates and reminders about meetings, projects, service opportunities, scholarship opportunities, etc.

Treasurer Duties:

- Maintain with sponsors a running financial record of all income and expenditures for the current year.
- Collect dues and ensure all members pay dues.
- Calculate the number of materials needed for the chapter for: induction, NHS cords/tassels for seniors, etc.

Historian Duties:

- Develop and maintain a scrapbook of memorabilia in which to record the chapter’s history. This may be digital.
- Take pictures at NHS events.
- Prepare NHS booths at activities.

**Section 5.** Officers will be asked to attend an additional board meeting with the advisors.

**Section 6.** 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.

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### **ARTICLE VIII: MEETINGS**

**Section 1.** Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with the 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 attend all chapter meetings.

**Section 4.** Attendance Requirements. Members are permitted no more than one unexcused absence from chapter meetings per semester. An absence will be considered excused if prior notice is given to an adviser, or if the member notifies an adviser as soon as reasonably possible in the event of illness or emergency, and the member completes the required virtual participation. Virtual participation must be completed within one week of the missed meeting and may include submitting the virtual attendance form, reviewing meeting notes or slides provided by the adviser, and completing any follow-up task or reflection assigned. Failure to complete virtual participation will result in the absence being recorded as unexcused. Exceeding the allowed number of unexcused absences may result in the member being placed on warning or subject to further disciplinary action in accordance with chapter procedures..

### **Appendix A: Attendance Policy Chart**

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**This chart is provided as a quick reference to clarify attendance expectations outlined in Article VIII, Sections 4 and 5 of these bylaws.**

<b>Unexcused Absences (per semester)</b>	<b>Standing/Consequence</b>
<b>0</b>	<b>Member in good standing</b>
<b>1</b>	<b>Member in good standing (final allowance for semester)</b>
<b>2</b>	<b>Member placed on Warning</b>
<b>3 or more</b>	<b>Subject to Probation or Dismissal in accordance with chapter discipline procedures</b>

## **ARTICLE IX: ACTIVITIES**

**Section 1.** The chapter will have at least one fall and spring service projects each year.

- Members must participate in at least one chapter service project each semester.

**Section 2.** All members shall regularly participate in these projects

**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, as approved by the chapter adviser. (This is in addition to the chapter projects to which all members contribute.)

- Members must participate in at least one individual service project each semester

**Section 4.** 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 5.** 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, service, leadership, or character may be considered for discipline or dismissal from the CHS 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, 3.75, he /she will be given a written warning and a reasonable time period 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 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 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 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 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 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.

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 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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

[Note: It is recommended that the Ratification and Amendment articles be the final articles. Should the chapter wish to insert additional articles, that is permissible.]

Approved on 9/24/2025

(Indicate date of last approved revisions 8/12/2025)