**Palm Harbor University High School**

**National Honor Society**



**Bylaws**

**Article I ​​– Name**

The name of this Chapter shall be the Palm Harbor University High School Chapter of the National Honor Society (NHS).

**Article II ​​– Purpose**

The Palm Harbor University High School National Honor Society exists to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of Palm Harbor University High School.

**Article III ​​– Selection Process**

**Section 1-**Selections to the Palm Harbor University High School Chapter of the National Honor Society are made during the first quarter of the first semester by the Faculty Council, which consists of the five voting faculty members appointed annually by the AP from each program: University, International Baccalaureate, and the Center for Wellness and Medical Professions. In order to be selected, a student must demonstrate outstanding performance in all four criteria of NHS: Scholarship, Leadership, Service, and Character. All deliberations of the Faculty Council are strictly confidential.

**Section 2-**The sponsor(s) will identify students in grades 11 and 12 with the prerequisite weighted GPA of 3.0 or higher. The student’s GPA will be verified by Administration after the application has been submitted. Students who meet the GPA requirements should understand that this does not guarantee automatic membership. Students must maintain the GPA minimum in order to continue membership in this club. GPAs will be checked each semester. Candidates will then be able to complete an application based on outstanding leadership, service, and character criteria.

**Section 3-**Applications must be typed and printed out by the applicant; however, all signatures must be handwritten. A completed application must be physically submitted to the Chapter sponsor by the first quarter of the first semester. The Faculty Council will then evaluate the candidates’ applications. Students will be invited based on criteria set forth by the Faculty Council and the Chapter sponsor.

**Section 4-**To evaluate a candidate’s character, the Faculty Council uses various forms of input: School disciplinary records will be reviewed and members of the faculty (excluding Faculty Council members) may be solicited for input regarding their professional reflections on a candidate’s **character, leadership and service.** This information, along with the application forms, will be carefully reviewed by the Faculty Council to determine membership. All faculty input is confidential.

**Section 5-**A majority vote of the Faculty Council is necessary for selection. Candidates are notified of selection via email. Once the invitations are given out, the period for application is closed for the remainder of the school year. Once the faculty council completes selection, applicants are not allowed to appeal the decision.

**Section 6-**Following notification, a formal **mandatory** induction ceremony organized by the Executive Board is held at the school to recognize the newly selected members. Once inducted, new members are required to maintain the same level of performance (or higher) in all four criteria that led to their selection. This obligation includes regular attendance at meetings and participation in Chapter service projects.

**Section 7-**National Honor Society membership dues are an annual payment of $20.00 and are required from all members to maintain active membership in the Chapter.

**Article IV ​​– Meetings**

**Section 1-**Regularly scheduled meetings are held during the school year on the First Monday of each month. Additional meetings may be called by the President or sponsor as needed.

**Section 2-**Leaving a meeting before it ends will count as an absence.

**Section 3-**Members are expected to attend **every** NHS meeting. Meetings are mandatory to maintain active membership. If a student cannot attend, they must contact the club sponsor at least 24 - 48 hours prior to the meeting date and will provide proof of absence by the Friday following the regular scheduled meeting. An alternative assignment will be assigned and must be completed in order to excuse the absence. A note from a parent/guardian does not constitute proper documentation for proof of absence. If a student misses a meeting without an excused absence from the sponsor, they will be dismissed from the club.

**Article V ​​– Chapter Projects**

**Section 1-** Members will be required to complete service hours. Seniors must complete 5 hours by the Friday before spring break. Juniors must complete 10 hours by April 1st. All members must also complete 1 NHS-endorsed project to fulfill membership.

**Section 2-** When a member signs up for a project and cannot attend, they must let the Executive Board know 48 hours in advance.

**Section 3 -** Members must submit photo evidence as proof that they participated in a chapter project. The photo must be a specific image that indicates the member was at the actual event and must be submitted within 48 hours upon completion of the chapter project.

**Article VI ​​– Chapter Leadership**

**Section 1-** The Executive Board officers of the Chapter shall be President, Vice President, Secretary, Historian, and Treasurer.

**Section 2-** An officer candidate may be nominated by self-nomination. Eligible students shall be in good standing with the National Honor Society and inducted at a previous induction ceremony.

**Section 3-** Selection of new officers is made prior to the school year in which the officers are to serve. All active members in good standing are eligible to run for a position as an officer.

**Section 4-** Executive board selection will be decided upon using a composite score of Faculty Council feedback and evaluation based on the executive board application. An application shall consist of a resume and cover letter, which should detail the applicant’s reasons why they should be selected for this position and how they will help NHS fulfill its four pillars.

**Section 5-** The following duties reflect the responsibilities of each office for Palm Harbor University High School NHS:

* The President shall
  + Call, develop an agenda for, and preside over meetings for the Chapter
  + Represent the society at all public occasions
  + Set up and present volunteer opportunities for the Chapter members with the approval of the sponsor(s)
  + Appoint necessary committees
  + Serve as ex-officio member on committees
  + Ensure the use of parliamentary procedure
    - Perform any duties delegated by sponsor(s)
    - Organize and publicize the school’s NHS-endorsed service projects
  + Attend all volunteer functions to which they are assigned
  + Attend the annual national conference if our Chapter chooses to participate
* The Vice President shall
  + Preside in the absence of the president
  + Organize, coordinate, and facilitate participation in fundraisers
    - Attend committee meetings to which he/she is assigned
    - Maintain attendance records
    - Organize and publicize the school’s NHS-endorsed service projects
  + Keep a list of each committee’s timeline
  + Perform any duties delegated by the President or sponsor(s)
  + Attend all volunteer functions to which they are assigned
  + Attend the annual national conference if our Chapter chooses to participate
* The Corresponding Secretary shall
  + Be responsible for all official Chapter correspondence
    - Organize and publicize the school’s NHS-endorsed service projects
  + Attend all committee meetings to which they are assigned
  + Perform any duties delegated by the President or sponsor(s)
  + Attend all volunteer functions to which they are assigned
  + Attend the annual national conference if our Chapter chooses to participate
* The Recording Secretary shall
  + Keep the minutes of all Chapter meetings
  + Keep a record of all members’ volunteer hours
    - Send Letters of probation
  + Attend all committee meetings to which they are assigned
  + Perform any duties delegated by the President or sponsor(s)
  + Attend all volunteer functions to which they are assigned
  + Attend the annual national conference if our Chapter chooses to participate
* The Historian shall
  + - Maintain a scrapbook for the Chapter, including photos, newspaper clippings, correspondence, and any other description or records of the Chapter’s activities
    - Send out notifications regarding all meetings and events no less than four days prior to the activity date
    - Delegate the job of taking pictures if he/she cannot be present at chapter activities
    - Inform local media of noteworthy Chapter activities
    - Organize and publicize the school’s NHS-endorsed service projects
    - Perform any duties delegated by the president or sponsor(s)
    - Attend all committee meetings to which they are assigned
    - Attend all volunteer functions to which he/she is assigned
    - Work with the sponsor(s) to keep the NHS bulletin board and website current
    - Attend the annual national conference if our Chapter chooses to participate
  + The Treasurer shall
    - Keep a record of all members who paid dues
    - Organize the sign-in/sign-out sheets for all volunteer events
    - Organize sign-up sheets for volunteer events
    - Organize and publicize the school’s NHS-endorsed service projects
    - Be present at and manage the NHS-endorsed service projects
    - Perform any duties delegated by the president or sponsor(s)
    - Assign a service function to each Board member to attend if a process is not outlined by the board members at the start of the year
    - Attend all volunteer functions to which he/she is assigned
    - Attend the annual national conference if our Chapter chooses to participate

**Section 6-** Once elected, the Executive Board has the power to elect the Committee Chairs on an event-by-event basis.

**Section 7-** Collectively, all Executive Board members and sponsor(s) are in charge of planning the Induction Ceremony.

**Section 8-** Executive Board officers are expected to attend all general and Board meetings. If unable to attend, the officer must advise the sponsor(s). Failure to do so, or if an officer misses two meetings, will result in the removal of that person from office. The Executive Board will use a majority vote to replace the member, selecting from the candidates for that office from the Executive Board election.

**Section 9-** In the event of a vacancy on the Executive Board, elections will be held to fill the vacancy within two weeks.

**Article VII ​​– Discipline and Dismissal of Members**

**Section 1-** Any member who falls below the standards of scholarship, leadership, character, or service will be dismissed from the Palm Harbor University High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and standards of excellent character, and take an ***active role*** in service and leadership to his or her school and community. Dismissed members will **NOT** be able to reapply.

**Section 2-** Any violation of the law or school regulations will result in immediate dismissal of a member. These violations include, but are not limited to: fighting, stealing, cheating, truancy, any drug or alcohol-related offenses, falsification of volunteer hours. Each student will be required to behave in a responsible manner and to follow the rules listed in the Pinellas County Code of Student Conduct. If a student receives a disciplinary referral, other than the violations

previously mentioned above, not including a tardy or dress code referral, they will be dismissed from the club.

**Section 3-** In all cases of dismissal, the member will receive notification of the reason for dismissal from the sponsor(s). Situations that involve violations of the law or school regulations (see Section 2) will result in immediate dismissal.

**Article VIII ​​– Graduation**

**Section 1-** If a National Honor Society senior has successfully maintained active membership, then they are eligible to graduate with their National Honor Society cord. Seniors who have completed two years of active membership are eligible to graduate with an NHS stole.

**Section 2-** The senior cord fees are to be determined depending on the yearly cost fluctuation. The price should be determined by Spring Break by the Executive Board and the sponsor(s).

**Article IX​​– Amendments**

**Section 1-** These bylaws may be amended by a two-thirds vote of the Executive Board and sponsor(s).

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

**Last updated 08/08/2024**