

# NATIONAL HONOR SOCIETY BY-LAWS

John A. O'Brien Chapter  
Crivitz High School  
October 1997  
Originally Proposed

## Article I — Selection of Members and Induction

**Section 1.** To be eligible for membership the candidate must be a member of the junior or senior class. Freshmen and sophomores are not eligible.

**Section 2.** Candidates must have a cumulative grade point average of at least **3.50** for entry. The candidates shall then be evaluated on the basis of the four qualities exhibited by a National Honor Society member.

- A) **Scholarship:** Scholarship means a commitment to learning. A student is willing to spend hours in reading and study, because he or she knows the benefits of a cultivated mind. One should continue to learn even when formal education has ended, for education ends only with life. Knowledge is one great element in life which leads to the highest success, and it can be acquired only through diligence and effort. Learning furnishes the lamp by which we read the past, and illuminate the future. Each candidate has the charge to continually expand his or her world through the opportunities inherent in scholarship.
- B) **Service:** Service can be expressed in various ways. In the routine of the day's work many opportunities arise for helping others. Willingness to work without monetary compensation or without recognition for the benefit of those in need, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities towards achieving the creation of a better tomorrow.
- C) **Leadership:** Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice, the willingness to yield one's personal interests for the interest of others. A leader has the confidence to go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed, and is thus a substantive charge to each of our members.
- D) **Character:** Character is the force in one person that distinguishes him or her from others. It gives one individuality and personality. It is that quality without which no person can respect himself or herself, nor hope to attain the respect for others. It is this force that guides people through life, and once developed, grows steadily. Character is achieved and not received. It is the product of constant action and daily striving to make the right choices. The problem of character is the problem of self-control. People must be in reality,

what they wish to portray to others. By demonstrating such qualities as reliability, honesty and sincerity, we may hope to prove, by example, that we value character.

**Section 3.** The selection of each member to the chapter shall be by majority vote of the faculty Council and is final without appeal.

**Section 4.** The description of the selection procedure shall be published in an official publication, which is widely available in a timely fashion to all students and parents of Crivitz High School. The faculty council shall determine the selection process and shall be consistent with the rules and regulations of the National Honor Society.

**Section 5.** New members will be inducted each year during the last week of October or the first week of November.

## **Article II – Meetings and Member Expectations**

**Section 1.** Meetings will be held on the **first** Friday of every month and will be announced at the previous meeting so that members are aware and are better able to plan their schedules.

**Section 2.** The President, advisor, or executive board of all four officers may call special meetings if the need arises.

**Section 3.** Members will be required to attend all meetings unless they are excused in advance or are ill on the day of the meeting. Members may miss **two** meetings (unexcused) without consequences. After this occurrence, they will be warned in writing and **two** more missed meetings (unexcused) will result in possible dismissal from the John A. O'Brien Chapter of the National Honor Society.

**Section 4.** Members will be required to participate in **all** group service activities during the year. **A minimum of 15 hours community service per year is required.** If the required **15** hours are not fulfilled, the member loses the privilege to wear the National Honor Society garments at their commencement. The advisor, and only the advisor, may approve any outside acts of community service.

**Section 5.** Members may be required to pay dues of no more than five dollars (necessary). The executive board will designate dues each academic year.

**Section 6.** Each new inductee agrees that the title of the National Honor Society emblem presented to them shall rest with the chapter of which he/she is a member; and therefore, the emblem can, on motion of the faculty council, be relinquished. Furthermore, each member agrees that his/her acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.

**Section 7.** The student selected for National Honor Society must sign the last page of this by-laws and their parent(s) or guardian(s) must return it to the National Honor Society Advisor before the student is inducted into the Chapter. A complete list of the NHS members having signed the by-laws will be filed by the advisor with the building

principal's office within one week of the fall induction. It is important to have these by-laws signed and returned so that students selected for membership are made aware of expectations and requirements of membership. This requirement is one method for making sure that everyone involved understands hers or his role as a member of the National Honor Society.

**Section 8.** Members are expected to maintain the high standard upon which they were selected for the National Honor Society from the time they are inducted through their graduation. If any of the following instances occur, the indicated consequences to that action will occur.

- A) GPA – The GPA required for induction is **3.50**. If at any time a member's GPA should fall below **3.25**, it could result in dismissal from NHS. Members whose GPA falls below the **3.25** will have only **one** semester to raise it up to a **3.25**.
- B) Detention/Discipline Obligations – All discipline obligations must be fulfilled before a student can participate in any NHS activity. Discipline obligations not met in a timely fashion as determined by the principal's office would result in a violation of the John A. O'Brien Chapter (Crivitz High School) NHS by-laws and could result in the member being put on probation or removal from the John A. O'Brien Chapter of the National Honor Society.
- C) Violating the Rights of Others – Members guilty of violating another individual's rights, destroying school property, degrading the school in any manner, or violating statutory law, shall be penalized. These offenses may be considered flagrant violations of the NHS Constitution/by-laws. Depending on the severity of the problem, penalties could include probation or dismissal from the John A. O'Brien Chapter of the National Honor Society.
- D) Tobacco, Alcohol, and Drugs - Possession, use, or sale of tobacco, alcohol, and/or unauthorized drugs is considered a flagrant violation of school rules and civic laws (See Article X, Section 2 of the National Honor Society Constitution). The advisor will seek dismissal of members that flagrantly violate school rules and civic laws. A doctor's statement allowing and directing prescribed drugs must be filed in the principal's office prior to usage.
- E) Sexual Harassment/Sexual Violence - The Crivitz School District believes that all individuals should be treated with respect and dignity. It is the policy of this district to maintain a learning environment free from sexual harassment and/or violence. Penalties could include probation or dismissal from the John A. O'Brien Chapter of the National Honor Society.

**Section 9.** If a member is placed on probation for any of the aforementioned stated infractions, that member could be required to do extra service hours to make up for the violation. If the designated hours are not done in the time designated by the faculty council, it could result in dismissal from the National honor society.

**Section 10.** Students must use school-sponsored transportation when representing the Crivitz School District. For reasons of liability, parents desiring to transport their own children home following an event must notify the principal's office or the advisor in writing prior to doing so.

**Section 11.** The Crivitz School District does not carry insurance coverage on any student. The district does provide a supplementary accident insurance plan. A claim form may be requested from the high school office. The offering of this plan does not imply the acceptance of liability on the part of the school district, board members, or employees of the district.

### **Article III – Election and Duty of Officers**

**Section 1.** The officers of this chapter shall be elected at the meeting the morning after the fall induction banquet and shall be elected as President, Vice President, Secretary, and Treasurer. Another election may be necessary (the third full week of May) if an officer's position opens due to the previous week's graduation.

**Section 2.** A majority of votes cast shall be necessary to elect any officer of this chapter.

**Section 3.** It shall be the duty of the President to attend all executive board and regular membership meetings and preside over these meetings. It is also her or his duty to meet with the advisor before each meeting to discuss and set the agenda. The President shall oversee all committees in the chapter, with the help of the Vice President.

**Section 4.** The Vice President shall attend all executive board and regular membership meetings and fill the place of the President in his or her absence. She or he shall also help the President oversee all committees in the chapter.

**Section 5.** The Secretary shall attend all executive board and regular membership meetings, take attendance and minutes at the meetings, and record all business that is discussed. It is also his or her job to write any article involving the John A. O'Brien Chapter of the National Honor Society. Generally, the Secretary shall keep all records of business and file it correctly in the files of the chapter.

**Section 6.** The Treasurer shall attend all executive board and regular membership meetings. The treasurer, in conjunction with the advisor, shall also receive and disperse all funds of the chapter, shall collect dues, and shall keep an accurate account of receipts and disbursements in accordance with the following school regulations:

- A)** Any cash held by the John A. O'Brien Chapter of the National Honor Society will always be kept securely in a locked fashion at the school when not being used. The advisor will have the sole means of access to the funds at school.
- B)** The advisor(s) is responsible for any John A. O'Brien Chapter cash when being used and collected. The treasurer will assist the advisor(s) in this capacity.
- C)** Any excess cash or checks that are John A. O'Brien Chapter income will be secured and deposited by the faculty advisor(s).
- D)** The John A. O'Brien Chapter Treasurer will be kept informed about all cash income and deposits.
- E)** All deposits made by the advisor(s) must be verified in the administrative office with an initialed and dated copy of the deposit being kept on file.
- F)** All vendor invoices paid by the council must be photocopied and filed with a copy of the corresponding signed activity fund voucher.

**Section 7.** In the case of a vacated officer's position, the position will be opened up to the society's membership at the next monthly meeting. A special election will be held at this time and a replacement officer will be elected. One exception will exist: if the President's office is vacated, the Vice President shall take over, and a new Vice President will be elected.

**Section 8.** The election process works as follows:

- A) After the induction banquet, all NHS members from the junior and senior classes will be given the chance to run for office. Each person can only be elected to one office. If nobody runs for one of the offices, that office will be opened up for potential candidates again after the first round of elections. At that point, if a member ran for another office and did not get elected, then they can run for the office that nobody ran for the first time. If this needs to be done, members could end up running for more than one office, but this circumstance is the only method in which a person may run for more than one office.
- B) Winning candidates will be determined by a majority vote by secret ballot.
- C) In the spring, if an officer's position opens because of graduation, a special meeting and election will be held during the third full week of May to fill any vacancy(ies). Only the junior members of the class may vote.

## **Article IV — Amending the By-laws**

These by-laws may be amended by a two-thirds vote of the John A. O'Brien Chapter of the National Honor Society. However, the faculty council of the chapter must first approve the proposed amendment and adequate notice must be given to the members about the meeting at which the proposed amendment will be discussed and voted upon.

## **Article V — Rules for Conducting Business**

The John A. O'Brien Chapter of the National Honor Society shall follow Robert's Rules of Order for conducting meetings in a formal manner.

## **Article VI — Expectations of the Advisor & Faculty Council**

The Advisor and Faculty Council will honor the intent of these by-laws for the John A. O'Brien Chapter of the National Honor Society, and are responsible for enforcing the consequences as outlined by the constitution and by-laws of the National Honor Society. They are also responsible for maintaining awareness for students' of their status as a member or officer of the John A. O'Brien Chapter of the National Honor Society.

## **Article VII — Legal Issues**

**Section 1.** Due process will be enforced as dictated by state statutes. If NHS members have any questions regarding their due process, they should see the advisor, with appeals to the faculty council, building principal, and the Board of Education of the School District of Crivitz in that order.

**Section 2.** Non-discrimination Statement: The School District of Crivitz does not discriminate on the basis of race, ancestry, national origin, sex, age, pregnancy, marital status, creed, or because of physical, mental, emotional, or learning disability. The district has developed a “3-Step” complaint/appeal procedure beyond the Advisor of the John A. O’Brien Chapter of the National Honor Society.

**Section 3.** Complaints/Appeals:

- A) Their first step should be an attempt to resolve the complaint or appeal of the advisor’s decision by means of oral discussion with the building principal. The principal will then create a written statement of his or her decision with copies given to the student involved, his or her parent(s)/guardian(s), and the Advisor of the John A. O’Brien Chapter of the National Honor Society. If the complaint or appeal is not resolved satisfactorily in step one, then an official written complaint/appeal must be filed within ten (10) school days of receiving the written receipt of the principal’s determination.
- B) The second step involves the John A. O’Brien Chapter of the National Honor Society faculty council receiving a copy of the written decision from the advisor and then meeting to render their decision in writing to be given to the student involved, his or her parent(s)/guardian(s), the building principal and the Advisor of the John A. O’Brien Chapter of the National Honor Society.
- C) The third step involves appeal to the Board of Education of the School District of Crivitz within ten (10) school days of the receipt of the NHS faculty council’s decision. A written appeal will be delivered to the district superintendent who will present it to the Board of Education of the School District of Crivitz. The Board shall, within a reasonable amount of time, deliver a written final decision of the appeal to all parties involved.

## **Article VIII — Pledge of Membership**

As a member of the John A. O’Brien Chapter of the National Honor Society, I pledge myself always to seek the light of truth, to hold scholarly habits, to engage in worthy service, and to strive in every way, by word and deed to make the society’s ideals the ideals of Crivitz High School and my life.

Please sign the next page, detach it and return it to the National Honor Society Advisor, Mr. Kirchberg, no later than the induction ceremony. Keep the copy of the by-laws for your reference. A copy of the National Honor Society Constitution will be supplied to each new member at the first organizational meeting following the annual induction ceremony. If you have any questions, please contact Mr. Kirchberg at 854-2721, Ext. 344.

# NHS Signature Page

I accept and will honor the intent of the National Honor Society Constitution and the By-Laws of the John A. O'Brien Chapter of the National Honor Society.

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**National Honor Society Inductee**

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**Date**

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I accept and will honor the intent of the National Honor Society Constitution and the By-Laws of the John A. O'Brien Chapter of the National Honor Society.

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**Parent/Guardian**

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**Date**

**Note:** This completed document is to be given to Mr. Kirchberg by the first post-induction ceremony meeting of the National Honor Society.