



The Amphitheater High School
Chapter of the National Honor Society



Chapter Constitution and Bylaws

ARTICLE I: NAME

The name of this chapter shall be Amphitheater High School 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 and develop leadership amongst all students, and to encourage the development of character in students of Amphitheater 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. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.
- Section 2.** This chapter operates under the direction of and in full compliance with the Amphitheater Public Schools Secondary Student Code of Conduct, Student Activities Policies and Procedures, as well as Amphitheater High School rules and procedures.
- 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. *[For reference, see Article V, Section 1 of the National Constitution.]*

Section 5. Nondiscrimination. The mission of the Amphi High chapter of the NHS is to create a scholarly club that is inclusive to students of all backgrounds within our diverse population, and that work ethic and character are the only determining factors for participation. We maintain policies and practices that are designed to prevent discrimination against any qualified candidate or member on of the basis race, color, religion/religious beliefs, gender, gender identity, national origin, sexual orientation, creed, citizenship status, political beliefs/affiliation, disability, home language, family, social or cultural background. 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, inactive, honorary, and alumni.

All members will maintain status as active based on participation of club activities and the yearly completion of requirements. Active Status will receive benefits from the club, including but not limited to: t-shirts and other supplies, scholarship opportunities, and for seniors, honor regalia at graduation. All new inductees begin with Active status.

Inactive members will have opportunities to regain Active status, and have the opportunity to appeal Inactive status. While the chapter adviser and club officers are expected to provide an inactive senior class member notification of this status at least two months before graduation, there are no requirements for the chapter adviser or club officers to contact inactive members at other times of the school year.

Neither Active nor Inactive members are required to reapply for membership.

Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs. The club officers may propose a yearly regulation that limits an Inactive members eligibility in voting in chapter affairs and business. This should be approved by 60% of members during a regular meeting.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. Candidates eligible for election to the chapter shall have a minimum cumulative weighted grade point average of 3.0. This is based on the official transcript from the Registrar's office. Candidates must also have completed a minimum number of credits to be on track to graduate. Sophomore candidates are expected to have a minimum of 5 credits at the beginning of the school year, junior candidates are expected to have a minimum of 11, and senior candidates must have a minimum of 16 credits.

Section 4. All members and candidates are expected to be in compliance with the Amphitheater Public Schools Secondary Student Code of Conduct, Student Activities Policies and Procedures, as well as Amphitheater High School rules and procedures, as well as the National Constitution of NHS. Any member who has a severe violation can be referred for dismissal from NHS (i.e. have his or her membership revoked.) All members have the right to due process in any matter of disciplinary action.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of active members shall be held once a year. Induction into the chapter cannot be granted or awarded through an ongoing cycle.

Section 2. Prior to the final selection, the following shall occur:

- a. All current Amphitheater High School students shall be given ample notice of all application deadlines. All students shall have the opportunity to apply for induction.

- b. Students' academic records shall be reviewed to determine scholastic eligibility. It is preferred that these students receive ample notice of eligibility ahead of all induction deadlines.
- c. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the induction application for further consideration. Candidates must submit an application in order to be inducted.
- d. Any student who has submitted an application, but whose official transcript is incomplete, (e.g. a transfer student who has not submitted his or her transcripts from previous schools to our registrar,) shall be notified of this deficiency and be given at least one week to rectify the problem or concern.
- e. The faculty council or school administration shall evaluate candidates determined to be eligible to ensure that they have shown positive character on and off campus.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. 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 5. 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.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. The chapter service, participation, and financial requirements established for all members 14 months before graduation (i.e. March 31st of their junior year) will be set as their requirements for honor status at graduation. Any changes in requirements or obligations of membership after this time will not be expected of senior members.

- Section 2.** Members shall be exempt from any event, such as Induction or regular meetings, if it interferes with any academic responsibilities. It is the members' responsibilities to show proof of need for event exemption.
- Section 3.** The chapter officers shall present the active membership requirements each year no later than the last regular meeting of October. These requirements must be easily available for all members or school administration on paper or online. Any changes to the requirements must be presented to all members, and will be approved with 60% of membership votes. The chapter officers are not required to submit changes to membership.
- Section 4.** The chapter must comply with all financial regulations of the school and school district. If the chapter is allowed by these regulations, the officers may present a requirement for annual dues, which cannot exceed \$10 per member. All proposals pertaining to dues must receive a simple majority of votes during a regular meeting. Chapter officers may also present a fundraising activity requirement in lieu of or in addition to dues.
- Section 5.** Chapter members with Active status who are seniors shall be granted the **privilege** of holding **Honor Status** upon graduating and during any ceremony leading up to graduation. Members with Honor Status shall receive regalia and other items to represent this achievement.
- Section 6.** Inactive members who believe have earned Honor Status must appeal their status no later than 15 school days before graduation.

ARTICLE VII: OFFICERS AND COMMITTEE CHAIRS

- Section 1.** The officers of the chapter shall consist of at least the leadership positions of Co-Presidents, Treasurer, and Secretary.
- Section 2.** Student officers shall be elected no later than 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, with a simple majority vote necessary to elect any officer of this chapter. The votes shall be counted by both one graduating senior member and the adviser during one session.

Section 4. Certain chapter responsibilities can be shared with, or expected of each officer. Each chapter officer should prepare or present at least one community service volunteering opportunity for all members. Chapter officers can be held to higher standards with additional requirements for Honor Status.

Section 5. It shall be the duties of the co-presidents to ensure members have service opportunities throughout the school year. Co-presidents are expected to take lead roles in the induction ceremony and its preparation. Co-presidents are responsible for ensuring that other officers have all necessary support to complete their duties. Co-presidents shall preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 6. The secretary shall keep the minutes for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer, in coordination with the co-presidents, are expected to raise ample funds for the chapter to pay the yearly dues to the National Association of Secondary School Principals (NASSP,) purchase honor regalia at graduation, and any supplies for induction.

Section 8. All additional chapter leadership roles shall be presented in this section.

- a. The Hours Coordinator, in coordination with the secretary, shall keep records of all members service hours.
- b. The Sergeant(s) at Arms (a.k.a Sgt @ Arms) shall be responsible for the running of all meetings. In coordination with the secretary, the Sgt @ Arms is responsible for keeping track of member attendance at meetings. The Sgt @ Arms shall also keep track of students who are excused from meetings for academic reasons.
- c. The Communications secretary shall be responsible for communicating all chapter dates and events to all members.

Section 9. The 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.

Section 10. The chapter adviser and chapter executive committee shall have the power to create new offices and committee chair positions as need be. All active members must have the opportunity to be considered for appointment to these new officer and committee chair positions by vote of all active members or by impartial interview. The opening of a new officer or committee chair position can only be announced during a regular meeting. Interested active members shall have a minimum of 10 school days to apply or nominate themselves.

Section 11. The elimination or alteration of an officer position detail in Section 8, (not including the roles of Co-President, Treasurer, and Secretary,) must follow the processes for amendment described in Article XII Section 3.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall take place the 1st and 3rd Tuesday of each month, unless these days fall on federal holidays. In the event of school being closed on a Tuesday, the regular meeting may be moved to another day, however members must receive notice at least two weeks in advance. The executive committee must hold a minimum of 6 meetings each semester. Special meetings can be called by the president with approval of the adviser; members shall not be obligated to attend special meetings as a member requirement.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Meeting attendance requirements and expectations shall be clearly indicated within the active membership requirements.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year specific for all or majority member participation.

- Section 2.** Activity participation requirements and expectations shall be clearly indicated within the active membership requirements.
- 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.** Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.
- Section 5.** The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

- Section 1.** Chapter officers shall have no role or responsibility in regards to discipline and dismissal of members. Final decisions on discipline and dismissal shall be made by the Principal.
- Section 2.** If a member's cumulative weighted grade point average falls below the standard in effect when he/she was selected 3.0, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative weighted 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. These violations include, but are not limited to DWI, stealing, destruction of property, cheating-plagiarism, 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 as a consequence of disciplinary action taken by the faculty council or Principal.

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. Every member has the **right** to due process as stated with school district policies.
- c. The all pending dismissals shall be presented to the Principal for approval or denial of dismissal.
- d. 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: AMENDMENTS

Section 1. In compliance of the National Constitution of NHS, Article X regarding Discipline and Dismissal is developed exclusively by the adviser and faculty council, with the approval of the principal.

Section 2. In compliance of the National Constitution of NHS, amendments to Articles IV, V, and XI must receive the approval of the faculty council and principal.

- a. The officers first must create a detailed amendment proposed changes an explanation for necessity, and date for implementation to the Principal, who may approve or deny the proposal.
- b. The faculty council shall convene to review the proposal, and approve it with a simple majority vote.
- c. The proposal shall be introduced to all active members at either a regular meeting or special meetings. Members shall have one month to consider the proposal.

- d. After a period of one month, the proposal shall be placed for a vote at a regular meeting. The proposal must receive 2/3rds vote for ratification.

Section 3. All remaining Articles, except Article VII Section 10, maybe amended or have amendments written and developed exclusively by active members. The process for ratifying an amendment shall follow the same procedures listed Section 2c and 2d of Article XI.

Section 4. In accordance with Article VII Section 10, the chapter adviser and chapter executive committee shall have the power to create new offices and committee chair positions as need be; thus, the power to amend Article VII Section 8 by addition-supplement, but not by other alterations or eliminations.

ARTICLE XII: RATIFICATION, APPROVAL, and REVIEW.

Section 1. This Constitution was ratified on September 27th 2021. All prior Constitutions and Bylaws written and ratified for the Amphitheater High School chapter of the National Honor Society shall be deemed null and void.

Section 2a. The name and dates of each amendment shall be listed within Section 2b.

Section 3. Each school year the Co-Presidents, Treasurer, Secretary, Adviser, and Principal must **review** the chapter’s Constitution, then sign to **affirm** each’s own commitment to lead our chapter within the rules and regulations written in this Constitution.

Printed Name, Signature, Date

Co-President (President) _____

Co-President (V.P.) _____

Treasurer _____

Secretary _____

Adviser _____

Principal _____