

National Honor Society of Evergreen High School

CHAPTER BY-LAWS

ARTICLE I: NAME AND PURPOSE

1. The name of this chapter shall be the National Honor Society of Evergreen High School.
2. The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Evergreen High School.
3. These by-laws are designed to amplify provisions of the National Honor Society's (NHS) National Constitution and cannot contradict any components thereof. This chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE II: PRINCIPAL

1. The principal shall reserve the right to approve all activities and decisions of the chapter.
2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed.
3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
4. The principal shall receive appeals in cases of non-selection of candidates as well as the disciplining or dismissal of members.

ARTICLE III: CHAPTER ADVISER

1. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed.
2. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
3. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser(s) shall complete the annual survey and submit it to the national office.
4. The chapter adviser(s) shall regularly review each member for compliance with NHS standards and obligations.
5. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.
6. The chapter adviser(s) shall be an ex officio, non-voting, sixth member of the Faculty Council and shall facilitate all meetings of the Council.

ARTICLE IV: FACULTY COUNCIL

1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

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2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and consider non-selection, dismissal, other disciplinary action, and warning cases.
4. The Faculty Council will develop and revise all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the National Constitution and NHS policies.

ARTICLE V: MEMBERSHIP

1. Membership in this chapter is an honor bestowed upon deserving students by the faculty of Evergreen High School and shall be based on the criteria of Scholarship, Service, Leadership, and Character.
2. Juniors and seniors having a weighted cumulative grade point average of 4.0 or above and have no disciplinary actions or academic dishonesty in their record shall be eligible for membership in this chapter. All candidates shall be evaluated on the basis of Scholarship, Service, Leadership, and Character.
3. A member must maintain a weighted cumulative grade point average of 4.0 each semester until graduation. A member who does not maintain a cumulative grade point average of 4.0 will be placed on academic probation with this chapter. If a member is placed on academic probation, their average must be brought up to 4.0 by the end of the following semester. If the cumulative average is not brought up to 4.0, the member will be allowed a hearing before the faculty council, which may result in dismissal from the chapter.
4. Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.
5. Members of the Faculty Council shall support the school leader in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration - including those who receive accommodations for a disability or foreign exchange students - in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council might also award honorary membership to school officials, principals, teachers, NHS adviser, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status.
6. Candidates become members when inducted at a special ceremony, held in April at Evergreen High School.
7. Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

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ARTICLE VI: SELECTION OF MEMBERS

1. The selection of members to this chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members appointed by the chapter adviser(s) with the approval of the principal. The chapter adviser(s) shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser(s) shall review with the principal the results of the Faculty Council's deliberations.
2. Prior to selection as members of the chapter, the following shall occur:
 - a. Students' academic records shall be reviewed to determine scholastic eligibility by the chapter adviser.
 - b. Students' disciplinary records shall be reviewed by the chapter adviser.
 - c. Scholastically eligible students ("candidates") shall be notified and asked to complete and submit a Student Questionnaire Form. In addition, they must request an evaluation form be submitted on their behalf by three adults, including but not limited to teachers, coaches, administrators, mentors, etc. for further consideration for selection.
 - d. The Faculty Council shall review the Student Questionnaire Form and adult evaluations in order to determine membership selection.
3. The application process begins in May of a candidates' sophomore or junior year and the selection of new, active candidates shall be finalized in September of the following school year.
4. An active member of the National Honor Society who transfers from Evergreen High School will be given a letter indicating the status of his/her membership and signed by the principal and chapter adviser(s).
5. An active member of the National Honor Society who transfers to Evergreen High School will be *automatically* accepted for membership into 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 VII: DISCIPLINE, PROBATION AND DISMISSAL

1. A member is expected to fulfill all obligations of membership. Members who fail to meet these expectations may face probation or dismissal from the chapter. A member put on probation will receive a written notification from the NHS adviser(s) stating the reason for probation and the steps required to return to the NHS as a member in good standing. The member has until the end of the semester to take corrective action. Students placed on probation who fail to meet expectations will face a dismissal hearing.
2. A member of the National Honor Society of Evergreen High School is expected to maintain his/her academic standing, take an active role in service and leadership and exhibit exemplary character while a member of the National Honor Society. Members

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who fail to maintain those standards may be dismissed from the Evergreen High School chapter of the National Honor Society.

3. If a candidate's/member's (junior/senior's) cumulative grade point average falls below the standard in effect when he/she is selected, the member will be given until the end of the following semester to correct the deficiency. If the cumulative grade point average remains below the minimum standard at the end of the probationary period, the student will be subject to dismissal from the chapter.
4. A candidate/member must participate in all meetings and activities of the Evergreen High School chapter of the National Honor Society. A candidate/member who does not participate in meeting/activities will be assigned additional community service hours for each missed meeting/activity.
5. Failure of candidates/members to turn in proof of their participation in 20 community service hours per semester to the chapter adviser(s) by a date preselected in the fall and spring of each year will be removed from the organization. Candidates/members are allowed a three hour shortfall in the fall semester that must be completed during the spring semester in addition to the required spring hours. A student may request a hearing before the Faculty Council to reverse his/her dismissal.
6. Violation of the law will result in a disciplinary hearing and the potential dismissal of the member. In the case of flagrant violation of the law, a member does not have to be warned of dismissal. Law violations include, but are not limited to: DWI, theft, criminal mischief, truancy, possession and/or distribution of illegal drugs or alcohol (MIP), failure to comply with a lawful order, cyberbullying, or harassment.
7. Violation of the school code of conduct may result in a disciplinary hearing and the potential dismissal of the member. In the case of flagrant violation of the school code of conduct, a member does not have to be warned of dismissal. Conduct code violations include, but are not limited to: cheating, unexcused absences, or excessive tardiness.
8. Disciplinary Hearings:
 - a. The member will receive written notification from the chapter adviser(s) indicating the reason for the disciplinary hearing and possible dismissal from the chapter. The member and adviser(s) will discuss the written notification in a conference.
 - b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council (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 in writing. The Faculty Council will then discuss whether no action, probation for a specific period of time, or dismissal is more appropriate. A majority vote of the Faculty Council is needed to dismiss any member.
 - c. The adviser(s) will send a letter to the member and his/her parents that explains the result of the Faculty Council vote. If the Faculty Council votes for probation, they may suggest the member complete certain tasks to remain in the National Honor Society at Evergreen High School. Those tasks must be listed in the letter. If the Faculty Council votes for dismissal, the letter sent by the adviser(s) will be

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sent to the student, parents, counselor, and principal. Dismissed members must surrender any membership emblems to the adviser(s).

- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society. If a student member chooses to resign, he/she must submit a letter of resignation.

ARTICLE VIII: OFFICERS

1. The officers of the chapter shall be president (senior), president-elect (junior), secretary-treasurer (senior), secretary-treasurer-elect (junior), technology coordinator (senior), and technology coordinator-elect (junior). The president can designate duties among officers and officers-elect as needed.
2. It shall be the duty of the president, or the president's designee, to preside at all meetings for this chapter. The president shall coordinate all chapter correspondence.
3. The secretary-treasurer shall keep the minutes of the meetings, set up the agenda, prepare the meeting space, be responsible for meeting attendance records, and keep records of chapter expenses, dues, and all other financial transactions of the chapter.
4. The technology coordinator will keep the NHS website current and support other officers with any technology-related activities.
5. Student officer positions are open to incoming junior candidates. A student may apply in late spring of the year prior to serving. Current officers will review applications, interview, and choose the candidates. Positions are two-year terms with "elect" officers moving into leader positions their senior year.
6. If, in the opinion of the adviser(s), an officer is not accomplishing their assigned duties in a timely manner, then the Faculty Council will be asked to vote on the removal of the offending officer.

ARTICLE IX: EXECUTIVE COMMITTEE

1. The executive committee shall consist of the chapter adviser(s) and the chapter officers.
2. The executive committee shall 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 X: MEETINGS

1. Meetings of this chapter shall be the 2nd Monday of each month (four per semester). A listing of the meetings shall be posted on the NHS website and given to the students at the first meeting of the year.
2. Chapter candidates/members are expected to attend all monthly chapter meetings. If unable to attend, members must let the chapter adviser(s) or senior officers know prior to

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the meeting of any conflict. Excused absences may include school-sanctioned activities (Warren Tech, Executive Internship, etc.), EHS sports, excused absence from school that day, and medical concerns. Candidates/members may not accrue more than three unexcused absences from meetings in a school year. Failure to attend meetings will result in additional community service hours assigned (0.5 hours additional service for each unexcused meeting missed and for each excused absence beyond the first three) and may be grounds for probation or dismissal.

3. Chapters shall conduct meetings according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in the National Constitution or chapter by-laws.
4. If candidates/members miss a monthly meeting, they are expected to submit their volunteer hours to the chapter adviser(s) in the immediate days following the meeting.

ARTICLE XI: ACTIVITIES

1. The chapter shall post a variety of service opportunities in which candidates/members can participate.
2. All candidates/members shall regularly participate in these service events/activities.
3. Service events/activities shall have the following characteristics: fulfill a need within the school/community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well-planned, organized, and executed.
4. Each member shall have the responsibility for choosing and participating in service events which reflects his/her particular talents and interests. Each member must turn in proof of their participation to the chapter adviser(s) on a monthly basis; chapter adviser(s) will do monthly check-ins of volunteer hours.
5. Candidates/members must complete at least 20 hours of service at service events/activities per semester. Hour sheets should be signed by a person running the event or an NHS officer present at the event. The 20 hours of service shall be comprised of the following:
 - a. "Inside hours" - activities, to include tutoring, identified by this chapter on Google classroom..
 - b. "Outside hours" - activities for any non-profit organization identified by the candidate/member.
 - c. Candidates/members can complete their required 20 hours using only "inside hours" or a combination of 15 "inside" and 5 "outside" hours. Tutoring hours are limited to 5 hours.
6. The chapter shall publicize its projects in a positive manner.

ARTICLE XII: OFFICIAL INSIGNIA

1. Each candidate of this chapter who is in good standing with regard to the membership standards and obligations shall be inducted into the Evergreen High School chapter of the National Honor Society in an April ceremony and have the privilege of receiving an

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official certificate to document the event. Current members who were inducted the previous spring will receive a certificate at the April ceremony.

2. Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear the National Honor Society official emblem.
3. Chapter members who are seniors in good standing have the privilege of wearing the NHS honor cord at graduation. Chapter members who are seniors and are on probation at the time of their graduation shall not wear honor cords.
4. Any member who withdraws, resigns, or is dismissed from the chapter shall not be given a cord to wear at graduation. Any member who withdraws, resigns, or is dismissed from the chapter shall return official materials with the NHS emblem to the chapter adviser(s).

ARTICLE XIII: DUES

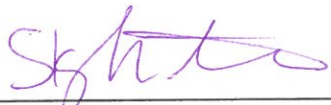
1. Dues in the amount of \$20 will be payable to Evergreen High School National Honor Society in the fall of each year of candidacy/membership. These dues will be posted to the candidate/member's Jeffco Connect account and should be paid by the end of the fall semester.
2. Dues will be used to purchase supplies for the chapter, cords for seniors at graduation, and bibs for officers at graduation.

ARTICLE XIV: AMENDMENTS

1. By-laws and amendments must be consistent with the Constitution of the National Honor Society. Articles II, III, and IV (Membership, Selection, and Discipline), are developed by the Faculty Council with approval by the principal.

Faculty Council for the 2022-2023 academic year:

1. Beau Brake
2. Madelynn Hornecker
3. Tanya Bruns
4. Brady Strout
5. Jennie Neumann



Skyler Artes, Principal of Evergreen High School

1/30/2023

Date

Last revised and approved January 2023.