**Bylaws of the Clear Spring Middle Chapter Of National Honor Society**

1. Advisor and Faculty Council - The advisor and Faculty Council (comprised of five faculty members) are to be appointed yearly by the Principal and may serve consecutive terms.
   1. Principal - Approves activities and decisions of the NHS.
   2. Advisor - Ensures procedures are followed in accordance with the NHS activities.
   3. Faculty Council - Consists of five faculty members for developing, reviewing and revising selection and dismissal procedures of members, vote for or against the inclusion of all new applicants for inductions. (This council will remain anonymous to all but the Advisor and Principal.)
2. Student Officers - Chapters will designate officer’s positions. In our Chapter, the following positions have been designated.
   1. President
   2. Vice President
   3. Secretary
3. Executive Committee - Composed of the Advisor and the Student Officers, this committee determines dues, meeting agendas, special projects, member obligations, and make recommendations regarding bylaws and nominating procedures.
4. Membership Requirements -
   1. Enrollment - A minimum of one semester unless waived by the Faculty Council.
   2. Grade Level – all 6th, 7th, and 8th grade students are eligible for membership.
   3. GPA - Students must have and maintain a cumulative grade point average of 92%
   4. Students will be evaluated for membership through consideration of the 92% GPA, Character, Service to school and community, and Leadership.
5. Selections Process -
   1. Student scholastic eligibility will be reviewed through the academic records to create a list of students who will be notified that they can seek consideration for membership.
   2. Students who wish to gain membership will be given the Student Activity Information Form to provide their accomplishments in Service and Leadership.
   3. A list of students seeking membership will be provided to the entire faculty for consideration of appropriate character requirements.
   4. Students may be recommended for removal from considerations of membership for reasons of Character only when specific faculty member or members provide justification to the Faculty Council. This may not be done anonymously.
   5. Students meeting the Character requirement will have their Student Activity Information Form reviewed by the Faculty Council. The Service and Leadership of each candidate will be examined carefully and may be evaluated through a specific “Point System” designated and **clearly defined** prior to the review of each student’s activity form. This “Point System” will be used **only** to evaluate candidates and not as a single determinant for membership as a specific “cut-off” score.
   6. In evaluating a candidates qualifications for Service and Leadership, members of the Faculty Council should identify “weaknesses” in the activity information provided, which resulted in an ‘Against’ vote. This should provide specific comments from that council member that can then be used by the candidate for self-improvement and future reapplication.
   7. All Faculty Council members will vote ‘For’ or ‘Against’ each candidate’s membership with the ‘majority vote’ being the final determinant for inclusions. In situations of a 3-2 vote either ‘For’ or ‘Against’ inclusion, the Council may wish to discuss the candidate as a group.
   8. The decision of the Faculty Council will be final, with appeal to the principal only for considerations regarding process violation and not in regard to the Council’s final vote.
6. Induction Ceremonies -
   1. There will be one induction annually in April.
   2. The induction will be conducted in the formal manner prescribed in the National Handbook.
7. Meetings -
   1. Meetings will be held monthly and as business of the Honor Society dictates and for purposes of keeping membership well-informed of upcoming events and opportunities.
   2. Meetings will be scheduled monthly by the advisor and president after conferring on the needs of the group.
   3. All business conducted at the meetings will be done only if a quorum is present. A quorum under these chapter guidelines will consist of an attendance of more than 50% of the Chapter members.
   4. Absences from meetings.
      1. An absence from a meeting is considered excused as if the students were to be excused from school (excused doctor appointments, sickness, sports events [not including practice.])
      2. A member can have four excused absences before the next would-be excused absence will count as an unexcused absence in reference to eligibility.
      3. When a member had missed the third unexcused meeting, they are required to arrange a school service to account for the lost time of the NHS meeting.
8. Election of Officers -
   1. Elections of new officers for the succeeding school year will be conducted in May or June after the final induction has been finalized.
   2. A special meeting will be announced a week in advance by physical notification, and then against through the morning announcements during the week preceding for the purpose of nominating and electing the new officers. Nomination and voting for the new officers will be conducted at the same meeting.
   3. Eligibility for election:
      1. A member of the Honor Society is eligible for election to office if they are in good standing according to the standards under which they were inducted.
      2. A member must be both academically and conduct eligible according to school policy. If they are not, they can appeal their eligibility to the NHS Faculty Council.
      3. A member cannot have missed more than two unexcused meetings.
   4. This same eligibility requirement will be adhered to for the purpose of selected induction speakers at the Spring induction.
   5. Paper ballots will be used for electing the new officers.
   6. Any single member of the Chapter may only run for election in a single office.
   7. There will be no limit on the number of nominations for any given position, although nominees may only be nominated for a single office.
   8. All member of the Chapter will vote for the new officers.
   9. All 6th and 7th graders are eligible to run for election.
   10. Election results are divided by plurality.
9. Chapter Project -
   1. Will be determined by Chapter Advisor and dictated by the needs of the community and school.

**National Honor Society**

**Officer Expectations**

The following list includes anticipated duties. However, these duties can be altered as needed. While all officers will be expected to put in a lot of time on their own, collaboration with the chapter advisor is required. All items to be submitted to a third party must be reviewed by the advisor before submission. It is also expected that these officers along with the advisor will constitute the executive committee of the National Honor Society and will attend a meeting of the executive committee once monthly. Officers are also encouraged to meet one-on-one with the adviser to discuss activities in progress.

**President**

1. Preside over all meetings.
2. Meet with administrator as needed to update them on chapter activities and goals.
3. Assume leadership role in organizing fundraisers and service projects.
4. Appoint committees and serve on them as a non-voting member.
5. Assist Advisor to organize Induction Ceremony.
6. Research possible service projects and activities for chapter.
7. Read and become familiar with the NHS bylaws and Constitution and be able to inform members of its contents.

**Vice President**

1. Preside over all meetings in absence of President.
2. Coordinate committees and all committee work.
3. Maintain Clear Spring’s Chapter social media account along with advisor.
4. Establish and maintain a chapter resource file.
5. Distribute all information and materials for fundraisers and service projects.
6. Assume leadership role in organizing fundraisers and service projects.

**Secretary**

1. Work with the president to prepare and post the agenda for each chapter meeting.
2. Take minutes at all meetings - keep one copy for your records, give one copy to advisor.
3. Read back minutes from previous meetings.
4. Keep accurate attendance - contact members who have missed meeting without notifying advisor.
5. Work with advisor to maintain attendance records showing excused and unexcused absences.
6. Write announcements have them approved by advisor.
7. Maintain service project records (hours and members) for group projects and individual projects.
8. Assume leadership role in organizing fundraisers and service projects.