

**Adlai E. Stevenson High School  
National Honor Society Chapter Bylaws (Revised 1-09)**

**Article I:  
Name and Purpose**

- Section 1. The name of this chapter shall be the Adlai E. Stevenson High School Chapter of the National Honor Society of Secondary Schools.
- Section 2. The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Adlai E. Stevenson High School.

**Article II:  
Membership**

- Section 1. Membership in this chapter shall be known as active and graduate. Active members may vote on chapter activities. Active members become graduate members at graduation. The graduate members have no vote.
- Section 2. Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.
- Section 3. To be eligible for election to membership in this chapter the candidate must have been in attendance for a period of one semester at Adlai E. Stevenson High School.
- Section 4. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class. Candidates eligible for election to the chapter shall have a minimum weighted cumulative grade point average of 3.900 (out of 4.000). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard during their sophomore or junior years may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their service, leadership and character.

**Article III:  
Election of Members**

- Section 1. The final selection of members to this chapter shall be determined by a majority vote of a faculty council consisting of five teachers appointed by the principal.
- Section 2. Prior to final selection decisions, the following shall occur:
1. Students' academic records shall be reviewed to determine scholastic eligibility.

2. Students who are eligible scholastically shall be notified and asked to complete the National Honor Society application.
3. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
4. The National Honor Society application and faculty comments shall be reviewed by the faculty council.
5. The principal will review and approve all final selections.

Section 3. The election of active members shall be held once a year during the second semester of the school year.

Section 4. An active member of the National Honor Society who transfers from Adlai E. Stevenson High School will receive signed verification by the advisers and the Principal.

Section 5. Membership in the Adlai E. Stevenson High School Chapter of the National Honor Society will be automatically granted to any student, who has been previously active in another school's chapter, upon timely notification to the Chapter's Executive Board. To maintain this active status, the transfer student must meet Adlai E. Stevenson's membership qualifications within one semester from the date of enrollment.

#### **Article IV:** **Dismissal of Members**

Section 1. Any member who falls below the standards of scholarship, leadership, character or service may be dismissed from the Adlai E. Stevenson High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was elected (3.900), he/she will be given written warning. If a member who is a senior has a grade point average that falls below 3.900 at the end of first semester of his/her senior year, that member becomes ineligible for membership unless his/her cumulative grade point average rises above 3.900 by the end of the fifth marking period. For all other members, if the cumulative grade point average remains below 3.900 for the next semester, the student will be dismissed from the chapter.

Section 3. Violation of criminal law or school regulations can result in dismissal of the student. These violations include but are not limited to DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol.

Section 4. The faculty council may dismiss any member whose personal conduct is questionable in accordance with the accepted norms of student behavior.

Section 5. In the case of pending dismissal:

1. The member will receive written notification of the reason for possible dismissal from the advisor. The member and the advisor will discuss this written notification in a conference. The member has the opportunity to ask for a hearing before the faculty council to challenge the dismissal.
2. If the member challenges the dismissal, he/her will present his/her defense at a conference with the faculty council. The faculty council will decide dismissal.
3. A letter of dismissal will be sent to the Principal, the student, and his/her parents if the student is dismissed. Dismissed members must surrender any membership emblems to the advisers.
4. When a student is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

**Article V:**  
**Executive Board**

Section 1. Eligibility: In order to be eligible for an Executive Board position, one must:

1. Have been an active member of National Honor Society for a least one year.
2. Have normal, not probationary, membership status at time of application.
3. Not plan on early graduation.
4. Demonstrate exemplary traits in the areas of Scholarship, Leadership, Service, and Character.
5. Have served as one of the four directors as a junior OR must have served on a Spirit Walk, Give-A-Thon, or NAP committee.

Section 2. Application: Executive Board applicants must submit the complete Executive Board written application. The current National Honor Society Executive Board will be responsible for creating the application. It must include:

1. Commitment to National Honor Society
2. Leadership outside of National Honor Society
3. Events/activities attended through National Honor Society
4. Availability during the summer and school year

5. To be elected to office, candidates must have Wednesdays after school free.

Section 3.

Selection of Executive Board: Elections for Executive Board will be held at the end of the school year prior to induction of new members. Elections will be held as follows:

1. All interested candidates must attend a mandatory meeting to be informed of the application process
2. All interested candidates must be in good standing as a National Honor Society member (i.e. no probation).
3. All interested candidates must complete the National Honor Society Executive Board application by the deadline determined by the current Executive Board and sponsors.
4. All interested candidates must have a **60** second speech prepared for the Election general (time limits are strictly enforced).
5. All interested candidates are to rank their preference in positions 1 through 8.
6. If elected, the new executive board is mandated to shadow the current executive board for the remainder of the school year.

Section 4.

Election Process

1. The votes of juniors in National Honor Society will count for 50%
2. The votes of seniors in National Honor Society will count for 20%
3. The Faculty Council's review of the application will count for 20%
4. The votes of the current Executive Board will count for 10%
5. There are no write-in candidates.

Section 5.

Determination of Executive Board Positions: Upon reading and understanding Executive Board Position descriptions, new Executive Board members will draft positions based on election results. The applicant receiving the most votes will draft first, second most votes second, etc. New Executive Board members will draft positions individually according to preference indicated on their application.

Section 6.

Executive Board Positions and Descriptions:

1. President: One per chapter

The President presides over National Honor Society general and Executive Board meetings. The President will be required to maintain a professional working relationship with the Faculty Sponsor and other Executive Board members. Duties include but are not limited to: prepare meeting agendas; participate in the Stevenson Student Leaders Advisory Council, prepare the induction of new members; assign additional duties to Executive Board members at discretion of the Faculty Sponsor; communicate with Faculty Sponsor and all Executive Board members.

2. Vice President: One per chapter

The Vice-President will assume Presidential duties in the President's absence. Other duties include but are not limited to: record attendance for general meetings and National Honor Society mandatory service events; record all National Honor Society members' service hours; oversee election and installation of new Executive Board members.

3. Secretary: One per chapter

Secretary's duties include but are not limited to: record minutes at Executive Board meetings; tally and report results of general and Executive Board votes on activities and bylaws; maintain a record of discussion, events, and votes.

4. Treasurer: One per chapter

Treasurer's duties include but are not limited to: collect and maintain a record of membership dues for general members; collect and record funds raised, spent, and donated; communicate with Director of Fundraising.

5. Director of Communications: One per chapter

Duties include but are not limited to: prepare and send e-mail notifications, announcements, and reminders to general members and involved faculty; serve as a contact with morning announcements and daily bulletin crew; maintain an up-to-date Stevenson High School Chapter of National Honor Society website that contains a calendar of meetings and service events in addition to general announcements. The Director of Communications need not personally maintain the website, but the website is his or her responsibility.

6. Director of Service (Community Service Opportunities): One per chapter

Duties include but are not limited to: actively seek out opportunities for the semester National Honor Society mandatory service event; prepare descriptions of such events to be discussed by the Executive Board and e-mailed to general members; present service opportunities at general meetings.

7. Director of Fundraisers: One per chapter

Duties include but are not limited to: create and prepare descriptions for fundraiser opportunities; oversee fundraisers; predict costs and profits; investigate and contact causes to which funds will be donated; communicate with school administration; communicate with Treasurer.

8. Director of Review: One per chapter

Duties include but are not limited to: review, update, and present revisions of bylaws and requirements; keep a record of all votes and events detailing effectiveness and probability of continued future use.

Section 6. Duties Pertaining to all Executive Board Members: All Executive Board members will be responsible for the following:

1. Attendance at weekly Executive Board meetings
2. Professional and dedicated service to the Stevenson Chapter of National Honor Society
3. Maintenance of equal portion of general members (committees) Includes: compiling a list of phone numbers and email addresses; notifying all committee members to announce first general meeting of the school year.

Section 7. Removal of Executive Board Officers: Should an Executive Board member neglect to carry out any above duty, that member will be placed on executive probation and removed from the Executive Board at the discretion of the Faculty Sponsor and/or Faculty Council.

**Article VI:**  
**Service Event Board of Directors**

Section 1. Eligibility: In order to be eligible for a Director position, one must:

1. Be a newly elected member of National Honor Society entering junior year.
2. Demonstrate exemplary traits in the areas of Scholarship, Leadership, Service, and Character.
3. Commit to having Wednesdays free.

Section 2. Selection of Board of Directors: Selections for Board of Directors will be held at the end of the school year after induction. The selection process will proceed as follows:

1. All interested candidates must complete an application by the posted deadline.

2. Sponsors and executive board members will review applications and interview select candidates.
3. The top four candidates will be selected for the board and will meet together to determine who will fill each of the four director positions.

Section 3. Board of Directors Positions and Descriptions:

1. Director of Business Outreach: One per chapter

The Director of Business Outreach will oversee communications with the local business community for our major service events. This director will work closely with the Treasurer. He/she will be responsible for communicating with vendors, overseeing the solicitation of donations, and forming school/business partnerships.

2. Director of Community Outreach: One per chapter

The Director of Community Outreach will engage the surrounding community. This director will work closely with the Secretary. He/she will be responsible for material in the Minuteman, on the school web page, and the sign off of Half Day Road. He/she will also be responsible for making our service events appeal to members of the community that do not attend Stevenson.

3. Director of Event Planning: One per chapter

The Director of Event Planning will be in charge of ensuring effective communication between all committees and will be the point person in terms of coordinating volunteers. This director will work closely with the President and Vice President to ensure that all pieces of event planning fit the overall vision for the event.

4. Director of Advertising: One per chapter

The Director of Advertising will be in charge of directing all in-school service event advertising. This director will oversee video, banner, door sign, and flier production. This director will work closely with the Secretary to make sure that the student population is well educated and informed regarding all service events.

Section 4. Duties Pertaining to all Directors: All Directors will be responsible for the following:

1. Attendance at weekly Executive Board/Directors meetings
2. Professional and dedicated service to the Stevenson Chapter of National Honor Society.

Section 5. Removal of Directors: Should a director neglect to carry out any above duty, that member will be placed on executive probation and removed from the Service Event Board of Directors at the discretion of the Faculty Sponsor and/or Faculty Council.

**Article VII:**  
**Activities**

Section 1. The chapter shall plan and organize at least one NHS activity each semester. Chapter members must participate in each of these projects.

Section 2. The chapter shall also publicize other philanthropic activity options at each of its meetings. These activities shall be known as "other" activities. These activities can be within the school or be outside community service activities. Chapter members must complete at least 10 hours of community service each semester.

Section 3. Chapter members will be given a list of procedures at the beginning the year regarding community service (forms, deadlines, what constitutes service, etc).

**Article VIII:**  
**Meetings**

Section 1. Meetings for the Adlai E. Stevenson High School Chapter of the National Honor Society shall be held at least three times a semester, six per school year.

Section 2. Members must attend at least two-thirds of the scheduled meetings throughout the year. Members must also attend the induction ceremony.

**Article IX:**  
**Dues**

Section 1. Annual dues for the Adlai E. Stevenson High School Chapter of the National Honor Society shall be \$20.00 per person. These dues are used to cover the cost of the induction ceremony and other NHS activities.

**Article X:**  
**Amendment Procedure**

Section 1. These by-laws may be amended by a simple majority vote of the chapter, provided notice of the proposed amendment has been given to members at least two meetings prior to the vote.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society. Additional changes may be instituted at the discretion of the sponsors, faculty council, or principal.

Note: All information and procedures not addressed by the Adlai E. Stevenson High School Chapter By-Laws are subject to the guidelines presented by the National Constitution.