**Prescott High School National Honor Society By-Laws**

**Approved March 2015**

**Article I: Name and Purpose**

Section 1:

The name of this chapter shall be the Prescott High School Chapter of the National Honor Society.

Section 2: The purpose 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 all students at Prescott High School and the community at large.

**Article II: Membership**

Section 1: Membership in this chapter shall be based upon leadership, academic achievement, character, and service participation.

Section 2: Eligibility

1. Candidates eligible for election to this chapters must be members of the sophomore or junior class.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Prescott High School.
3. Candidates must possess a cumulative Grade Point Average (GPA) of 3.5 or higher. This GPA will remained fixed and shall be the required minimum level of academic achievement for admission.
4. Candidates will need to have completed 25 hours of verifiable service not related to school academics or extracurricular activities. All service referenced by candidates will include verification by an adult supervisor of the activity under consideration.
5. Upon meeting the GPA and service requirements, candidates shall be considered along with their achievements based on their leadership and character.
6. Transferring memberships from other established chapters of the National Honor Society will be accepted with a letter of status from the chapter adviser (s) and/or the principal from the school in which the candidate is transferring from.

**Article III: Selection of Members**

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five members approved by the principal. The chapter adviser (s) shall be the remaining members of the Faculty Council but, do not have a vote on either membership or disciplinary removal of a member.

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

1. Chapter adviser(s) shall screen student academic records to determine scholastic eligibility.
2. Students who are academically eligible shall be notified and asked to complete Prescott High School National Honor Society Candidate form.
3. All faculty members and Principal/Vice-Principal at Prescott High School will be requested to provide any documentation of disciplinary referrals of potential candidates.
4. Upon completion of candidate forms, chapter adviser(s) shall make certain copies are available to the Faculty Council.
5. After reviewing the candidate forms, the Faculty Council will gather to vote on membership.
6. No candidate will be eligible unless all required forms regarding candidacy, service, and academic data are submitted by the specific date.

Section 3: Candidate selection voting procedures:

1. Candidates are accepted to the Prescott High School National Honor Society by a majority vote of the Faculty Council.
2. Voting and deliberations will be kept strictly confidential and will not be shared with parents or students. The Faculty Council’s final decision will be the only thing recorded by the chapter adviser(s).
3. Chapter adviser(s) will record the results of the vote and inform candidates of their selection or non-selection to National Honor Society.
4. Chapter adviser(s) will inform candidates in person and by letter sent to parents their selection or non-selection.

Section 4: Non-selection

1. A candidate that has not been selected has 5 school days upon receipt of notification to ask for an appeal of the decision. The appeal written will be addressed to either the chapter adviser(s) or principal.
2. The Faculty Council will set a date and time to welcome all appeals no more than 3 weeks from notification and non-selection.
3. The Faculty Council’s final decision regarding a candidate’s appeal will be reported while deliberations and individual votes will not be shared with parents or students.
4. Candidates not selected are entitled to the specific reason for non-selection.

Section 5: Candidates become official members when inducted at a special ceremony which is held annually near the end school year.

Section 6: Once selected and inducted, all members are expected to maintain the standards by which they are selected and obtain all obligations of membership as follows:

1. Attend all scheduled meetings related to the chapter as well as specific committee meetings. Understanding will be used when student has scheduling conflicts due to multiple commitments at Prescott High School.
2. Join and participate in the activities sponsored by the Prescott High School National Honor Society. Understanding will be used when student has scheduling conflicts with other athletic and academic activities.
3. All current members and candidates who are being inducted are required to attend the Induction Ceremony. New candidates are not official members until inducted into the chapter.

**Article IV: Discipline and Dismissal**

Section 1: Any member who falls below any of the standards of scholarship, leadership, character, or service may be considered for dismissal from the Prescott High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section 2: If a member’s cumulative GPA falls below the standard 3.5 which was in effect when he or she was selected, he or she will be given a written warning and a time period of one semester to improve his or her GPA. If the GPA remains below the standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3: If a member fails to perform any of the published obligations of membership (stated in Articles VI and VII), he or she will be given a written warning and placed in a probationary status. If the obligations remain unmet at the probationary period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4: Violations of the law or school regulations may result in immediate dismissal of a member. These violations include but are not limited to: DWI, stealing, destruction of property, cheating, truancy, possession, selling or being under the influence of drugs or alcohol at school, school-related activities or in the community.

Section 5: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, bullying, 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 6: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 7: In all cases of pending dismissal:

1. The member will receive written notification from the adviser(s) of the reason for possible or automatic dismissal.
2. The member may be given the opportunity to respond to the charge(s) against him or her at a hearing in person or via a written statement in lieu of the face-to-face meeting before the Faculty Council prior to the vote on dismissal. The vote will be taken on whether or not to dismiss. A majority vote is needed to dismiss any member.
3. The results of the Faculty Council vote will be reviewed by the principal and then if confirmed, expressed in a letter sent to the student and parent. Dismissed members must surrender any membership emblems to the adviser(s).
4. The Faculty Council’s decision may be appealed to the building principal and afterwards through the school’s district discipline policy.
5. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 8: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

**Article V: Officers and Executive Council**

Section 1: The officers will be members of the chapter who are in their senior year of high school. Officer positions will include: President, Vice-President, Secretary, and Treasurer.

Section 2: Voting for officers will be conducted on the last meeting of the academic year after the induction ceremony.

Section 3: Executive Council will consist of chapter officers and chapter adviser(s).

Section 4: Sponsored activities by the PHS National Honor Society will have a designated committee to manage those events.

**Article VI: Meetings**

Section 1: Meetings of this chapter shall be done monthly. Additional committee and/or event preparation meetings will be held on a needed basis.

Section 2: All chapter members are expected to attend all regularly scheduled chapter meetings and committee meetings that he or she is involved in. Members are allowed two absences from meetings during the school year. Chapter members that have scheduling conflicts with other school activities will bring that to the attention of executive council or chapter adviser(s).

Section 3: A member that misses two meetings will receive a warning letter that failure to attend another meeting without a valid conflict with other school activities may result in dismissal procedures.

**Article VII: Activities**

Section 1: The Chapter shall determine at least one service project every quarter.

Section 2: All members are required to participate in these projects.

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 properly executed.

Section 4: Each project will have a designated senior member of the chapter appointed to head the project and form a committee to plan it. A junior member of the project will be appointed to accompany the senior member and learn how the project is planned, organized, and executed.

**Article VII: Emblem**

Section1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the member purchased such emblems, the chapter is obligated to reimburse the student for said expense.

Section 3: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor collar adopted by the chapter at graduation.

**Article VIII: Dues**

Section 1: Annual dues will only be paid if need is shown and will not exceed $20 per year.

Section 2: Membership will not be denied to anyone who is unable to pay the annual dues.

Section 3: Monies received from the collection of member dues shall be used for the Prescott National Honor Society Chapter exclusively.

**Article IX: Powers**

Section 1: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2: The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These by-laws are designated to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

**Article X: Ratification, Approval, and Review**

Section 1: These by-laws will be approved by a majority vote of all active chapter members, a majority vote of the faculty council and approval by the administration.

Section 2: These by-laws shall be reviewed and if necessary revised within five years for the date of approval noted on this document.

**Article XI: Amendments**

Section 1: These by-laws may be amended by a two-thirds vote of the chapter, provided notice has been given a minimum of one month notice of the amendment prior to the vote. The exceptions are Articles III and IV, which are developed by Faculty Council with the approval of the principal (selection and discipline).

Section 2: By-laws and amendments must be consistent with the constitution of the National Honor Society.