

**BYLAWS**  
**of the**  
**National Honor Society**  
**Columbia High School**  
*Revised 2023*

**BYLAW I**

***Name and Purpose***

Section 1      The name of this chapter shall be the Columbia High School Chapter of the National Honor Society of Secondary Schools.

Section 2      The purpose of this chapter is to instill excellence in scholarship, to render service, to promote leadership, and to encourage the development of exemplary character.

**BYLAW II**

***Faculty Supervision***

Section 1      There will be faculty sponsorship for the chapter.

Section 2      All meetings and activities will be with the approval of the sponsor.

Section 3      A faculty council, which shall consist of five faculty members selected by the principal, shall serve as a board of appeals in the case of a student who is facing dismissal from the National Honor Society. The council shall approve final selection of new members under the system outlined in BYLAW III.

**BYLAW III**  
***Membership***

- Section 1     The selection of members shall be by a majority vote of the five-member faculty council.
- Section 2     To be eligible for membership, the candidate must have attended Columbia High School a minimum of one semester.
- Section 3     Candidates must have a minimum cumulative grade point average of 96.00 (no rounding) which will be calculated at the beginning of their junior and/or senior year. In the fall of their junior or senior year, eligible students will be informed of their consideration for NHS membership. If a student was/is placed in DAEP, or was/is in legal trouble he/she will be ineligible for selection for NHS. Additionally, students may not have more than two discipline referrals in the previous school year and must meet compulsory attendance for the previous school year. If attendance issues are due to a medical condition, a physician's note/excuse will need to be provided to the school for proper documentation. Letters will be sent to parents and students informing them of their eligibility and the meeting dates.
- Section 4     The faculty council shall require the completion of the NHS application form. The candidate who does not return this form by the due date will not be considered for membership.
- Section 5     A list of candidates shall be compiled and submitted to the faculty council so that a Student Evaluation Form can be completed by faculty council members. Faculty members will use this form to evaluate the candidate's leadership, service, and character. The faculty council will use this information to assist in its selection process.
- Section 6     Candidates for membership, if accepted, shall be notified in writing. They must respond to notification by the deadline and sign a statement agreeing to the obligations of a member of the National Honor Society. This form requires the signature of a parent.
- Section 7     Candidates for membership must attend a formal initiation ceremony conducted by chapter officers each fall at which time candidates will become members.
- Section 8     Any student who transfers to Columbia High School and who is a member in good standing of the National Honor Society at the school that he/she previously attended will automatically be granted membership in this chapter. The member will be subject to all rules and regulations of this chapter.

**BYLAW IV**  
***Dismissal of Members***

- Section 1 Members who fall below NHS standards (outlined in BYLAW IV section 2) shall be promptly warned in writing by the chapter advisor. The exception being in the case of flagrant violation of school rules or civil laws in which case dismissal notification shall be immediate.
- Section 2 Members shall receive a letter of concern if they commit the following:
- Failure to maintain a minimum 96.00 (no rounding) cumulative grade point average
  - Failure to participate in a minimum of 3 chapter projects
  - Failure to attend 2 consecutive meetings of the chapter or acquiring two unexcused absences (excused ONLY if member is absent from school due to the participation of a school function or activity – member MUST notify chapter advisor)
  - Failure to participate in a minimum of 4 hours of chapter fundraising activities (which will equal 2 total fundraisers).
  - Failure to maintain the high ideals of leadership, service, and character.
  - Failure to abide by school rules as stated in the student handbook.
  - Failure to participate in the preparation of and to attend the initiation ceremony.
- Section 3 The faculty council shall give a member until the end of the current semester to correct the cumulative grade point average of a minimum of 96.00 (no rounding).
- Section 4 A member shall receive only one letter of warning. A second offensive will result in a letter of dismissal.
- Section 5 In cases of dismissal, a member shall have the right to a hearing before the faculty council.
- Section 6 According to the terms of the National Constitution, a member who has been dismissed is ineligible for membership in the National Honor Society.
- Section 7 Notice of any dismissal will be reported to the national secretary of the National Honor Society in Washington, D.C.

**BYLAW V**  
***Chapter Activities***

- Section 1 The chapter shall determine its monthly service projects at its monthly member meetings.
- Section 2 Each member shall fulfill **3 community service projects, 24 hours** of individual community service and/or school service each year and participate in **2 NHS fundraisers**.
- Section 3 All service hours not appearing on the posted list **must be pre-approved** by one of the sponsors or the service **will not be accepted**. There is a maximum of 5 hours allowed for individual member service hours.

**BYLAW VI**  
***Officers***

- Section 1 The officers of this chapter shall be a president, vice-president, secretary, treasurer, parliamentarian, and historian. The officers constitute the executive committee.
- Section 2 A majority of votes cast by the membership shall be necessary to elect any officer of this chapter.
- Section 3 It shall be the duties of the president to prepare an agenda for each meeting, to submit it to the advisor the previous day for duplication, to preside over meetings, to keep all records, and to keep the vice-president informed of all activity. The president is to contact the advisor on a weekly basis to report any business or activity.
- Section 4 It shall be the duties of the vice-president to preside in the absence of the president and to be responsible for keeping all records.
- Section 5 The secretary of the chapter shall keep minutes of all meetings (to be submitted to advisor the following day) and shall maintain the membership attendance records (to be submitted with minutes)
- Section 6 The treasurer shall receive and disburse all funds of the chapter (dues, fund-raising money etc.) and keep an accurate account of receipts and disbursement in accordance with school regulations.
- Section 7 The parliamentarian is to see that all meetings are run according to Rules of Order and serves as Publicity Chairperson (writes announcements for front office 2 days before event, displays posters for upcoming events, etc.)
- Section 8 The historian shall take pictures of special events and record chapter activities in the Yearbook, shall write articles for yearbook and newspaper, and shall chair fundraising.

## Section 9

All 6 officers are required to attend a short meeting afterschool the day prior to a member meeting. At this time the president will inform officers of the member meeting agenda. An officer will be dismissed from duty if he/she fails to attend 2 consecutive officer meetings or acquires two unexcused absences (excused ONLY if the officer is absent from school due to the participation of a school function or activity and has notified chapter advisor prior to absence).