

# National Honor Society

Palisade High School

Palisade, CO 81526

(970) 254-4800



## Palisade High School CHAPTER BYLAWS

Adopted by the General Assembly September 22, 2008

Revised by the General Assembly February 7, 2017

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## ARTICLE I

### NAME AND PURPOSE

- Section 1. Name.** The name of this chapter shall be the Palisade High School Chapter of the National Honor Society of Secondary Schools.
- Section 2. Purpose.** The purpose of this chapter shall be to create an enthusiasm for scholarship, to cultivate a desire to serve the community, to promote worthy leadership, and to encourage the development of character and responsible citizenship in the students of Palisade High School.
- Section 3. Goal.** At the beginning of each year the General Assembly shall adopt a year-long goal for the chapter.

## ARTICLE II

### MEMBERSHIP

- Section 1. Designations.** Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation or when they are no longer taking classes at PHS due to completion of graduation requirements i.e. Seniors doing Fast –Track. Graduate members shall have no vote.
- Section 2. Standards for Membership**
- (A) **Basis for Membership.** Membership and eligibility for membership in this chapter shall be based on scholarship, service, leadership, and character.
  - (B) **Attendance Requirements.** To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one quarter (nine-week period) at Palisade High School.
  - (C) **Grade Level Requirements.** Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class for the year in question.
  - (D) **Scholastic Requirements.** Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5. 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 may be admitted to candidacy for selection to membership. Eligibility shall then be considered on their service, leadership, and character.
- Section 3. Selection Process.** The following shall occur in the stated order:
- (A) **Academic Review.** Students' academic records shall be reviewed to determine scholastic eligibility as set forth in Article II§2(D).
  - (B) **Staff Evaluation Form.** The faculty shall be requested to comment on candidates determined to be scholastically eligible (Staff Evaluation Forms.)
  - (C) **Activity Information Form.** Eligible students shall be notified and asked to complete the Student Activity Information Form for further consideration for selection.
  - (D) **Review of Forms.** Forms and faculty comments shall be reviewed by the Faculty Council.
  - (E) **Final Selection.** The final selection of members to this chapter shall be a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The Chapter Adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.
  - (F) **Notification.** After the selection process has taken place, new members will be notified of their membership at least two weeks prior to the annual spring induction to be held once a year during the spring semester of the school year.

**Section 4. Transfers.**

(A) Outgoing Transfers. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership which shall be signed by the principal.

(B) Incoming Transfers. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. During his/her time at Palisade High School he/she must maintain Palisade High School chapter standards.

## ARTICLE III DISMISSAL OF MEMBERS

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Palisade 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.** Each member's conduct in these areas, as well as attendance habits, participation in chapter activities and fundraisers, and personal service hours shall be reviewed at the end of each semester (nine-week period) by the Chapter Adviser and Executive Committee. If a student falls below standards in any respective area, he/she may be dismissed from the chapter.

**Section 3.** If a member's cumulative grade point average falls below the established standard in effect when he/she was selected he/she will be given written warning and a time period (nine weeks) for improvement. If the cumulative grade point average remains below standards at the end of the warning period, the student may be dismissed from the chapter.

**Section 4.** Violation of criminal law or school regulations can result in dismissal of the member. These violations include, but not limited to, DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

(A) Conference may be requested by all parties involved (including Executive Committee, Faculty Council, Chapter Adviser, other faculty member, parent, or student.)

(B) All of the incident, conference, and recommendations will be documented.

**Section 5.** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. If the member is involved in another violation of the school conduct code, the member may be dismissed.

(A) Conference may be requested by all parties involved (including Executive Committee, Faculty Council, Chapter Adviser, other faculty member, parent, or student.)

(B) All of the incident, conference, and recommendations will be documented.

**Section 6.** In the case of pending dismissal:

(A) The member will receive written notification of the reason for possible dismissal from the Chapter Adviser and the Faculty Council. The member and Chapter Adviser will discuss the written notification in a conference.

(B) The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Honor Society Constitution.) The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss.

(C) A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed.

Dismissed members must surrender any membership emblems to the Chapter Adviser.

(D) The member may appeal the Faculty Council's decision to the principal.

(E) The principal needs to review the Faculty Council's documentation of the appeal to determine the adequacy and fairness of the decision and the documentation of the dismissal process.

(F) When a student is dismissed, he/she is no longer a member and shall not be eligible for membership in the National Honor Society.

## ARTICLE IV ELECTION OF OFFICERS

**Section 1.** The officers of the chapter shall be president, vice president, secretary, treasurer, historian, and public information officer.

**Section 2.** Student officers shall be elected during the last semester of each school year from chapter members of the junior class and newly inducted members. They shall hold office during the following year.

**Section 3.** Any qualified, active member may apply for an office. This active member needs to fill out the office request form providing crucial information about his/her qualifications. This form will be available to the General Assembly to allow an informed vote. Each officer candidate must prepare a speech to present to the General Assembly prior to election.

**Section 4.** Election or re-election of officer(s) shall include:

(A) After notice has been posted for no less than a one-week period (seven days), a meeting will be held to include an election or re-election for said officer(s).

(B) A majority vote of those present at the aforementioned meeting shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

**Section 5.** The duties of all elected officers shall be as follows:

(A) President. It shall be the duty of the president to preside at all meetings for this chapter. Another duty is to be a strong leader who demonstrates drive and determination. An outstanding senior who was an active member during his/her junior year must hold this office. Enthusiasm, organization, and communication skills are necessary to hold this office.

(B) Vice-President. The vice-president shall preside in the absence of the president. This office also must chair any end of the year trip(s) that occur for honorable active members. A junior must hold this office.

(C) Secretary. The secretary shall keep attendance, the minutes of the meetings, and be responsible for correspondence and posting of minutes to SharePoint.

(D) Treasurer. The treasurer shall keep the record of business expenses, dues, fundraisers, etc.

(E) Historian. The historian shall be in charge of recording all events of community and school service projects as well as team-building events. The historian should present the recording of the previous quarter's events to the general assembly at the beginning of each new quarter. This office shall also chair the induction ceremony committee.

(F) Public Information Officer. The PIO shall be the voice of the chapter to produce posters, flyers, bulletins, commercials, websites, and any other necessary public information publication.

## ARTICLE V DISMISSAL OF OFFICERS

**Section 1.** Chapter officers shall be held to the same standards of scholarship, leadership, service and character as members of the General Assembly and may be dismissed from office and membership if they fall below these standards, as set out in Article III.

**Section 2.** Dismissal by the General Assembly. If the general assembly does not feel an officer is living up to their expectations as a member or as an officer, six members, including one officer, may request, in writing, to the Chapter Adviser, a recall election of all or any elected officers. This written request must state the need for such an election. If the request is approved by the Chapter Adviser, the next business meeting will be held for the purpose of voting whether a recall election is necessary. Two-thirds (2/3) of the current, active membership is required to mandate a recall election.

**Section 3.** Dismissal by the Chapter Adviser

- (A) The officer shall receive written notification of the reason for possible dismissal from office from the Chapter Adviser.
- (B) The member will be offered a hearing with the Faculty Council prior to dismissal from office. The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss from office.
- (C) A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed from office.
- (D) The officer may appeal the Faculty Council's decision to the principal.
- (E) The principal needs to review the Faculty Council's documentation of the appeal to determine the adequacy and fairness of the decision and the documentation of the dismissal process.

**Section 4.** If an officer is dismissed or chooses to resign, election of a new officer will be held as soon as possible following the procedure as set out in Article IV.

## ARTICLE VI NON-DISCRIMINATION

**Section 1.** Non-Discrimination Policy. The officers, members, Advisers, and Faculty Council members of this chapter and those served as a result of activities of this chapter shall be selected and treated in a nondiscriminatory manner, with respect to age, sex, religion, ethnicity, nationality, sexual orientation, or disabilities to the full extent required by applicable and relevant law.

## ARTICLE VII COMMITTEES

**Section 1.** Executive Committee

- (A) Membership. The Executive Committee shall consist of the Chapter Adviser and chapter officers.
- (B) Authority. The Executive Committee shall have general charge of the meetings and business of the chapter, but any action by the Executive Committee is subject to the review of the General Assembly.

**Section 2. New Committees**

(A) Formation. A new committee may be appointed by a resolution of the General Assembly adopted by a majority of members present or by the Executive Committee.

(B) Committee Chairs. The Chairperson of a committee shall be appointed by the body from which the committee originated. The Chairperson of a committee shall be designated a **Member at Large**, effective during his or her tenure as Chair. From time to time the chairperson of a committee may be called to meet with the Executive committee.

(C) Committee Members. Committee Members may be any active member in good standing.

(D) Responsibilities. The committee shall work to accomplish the objectives set out for it.

Committees shall be responsible to the General Assembly and/or the Executive Committee and shall report progress to either upon request using the Committee Report form found on SharePoint.

## ARTICLE VIII MEETINGS

**Section 1. General Assembly Meetings.** Meetings of the general assembly of this chapter shall be held one time per week during each week that school is in session. If an emergency or additional meeting is necessary or should a regular meeting need to be rescheduled, such an addendum to the schedule may be made by the General Assembly, the Executive committee, or the Chapter Adviser, provided that all general assembly members are notified at least one (1) week in advance.

**Section 2. Attendance of the General Assembly.** Each quarter (nine-week period), a formal review of each member's meeting habits may be conducted. If a student does not maintain a minimum of 70% attendance, a formal review of membership may be conducted as set out in Article III, Section 2 and Section 6.

**Section 3. Meetings of the Executive Committee.** The Executive Committee shall meet one time per week during each week that school is in session. If no meeting is necessary, the meeting may be canceled.

**Section 4. Attendance of the Executive Committee.** Each quarter (nine-week period), a formal review of each officers' meeting habits may be conducted. If an officer does not maintain a minimum of 85% attendance at Executive Committee meetings, a formal review of their office may be conducted as set out in Article V, Section 2 & 3.

**Section 5. Meeting Rules.** This chapter shall conduct its meetings according to Robert's Rules of Order in its newest edition where they are not inconsistent with these bylaws or the National Honor Society Constitution.

**Section 6. Quorum.** A quorum of the general assembly shall be defined as a majority of the active membership and shall include at least one president, vice-president, or designee thereof.

## ARTICLE IX ACTIVITIES

### **Section 1. Chapter-Wide Projects**

- (A) Requirements. In every quarter during the school year, the chapter shall determine a minimum of one school and one community service project or two community projects or two school projects that the whole chapter will serve together. These projects shall: (a) fulfill a need within the school or community, (b) have the support of the administration and the faculty, (c) be appropriate and educationally defensible, and (d) be well-planned, organized, and executed.
- (B) Hour Quota. All members shall regularly participate in 5 hours per quarter of such projects, except during the first quarter of the school year during which members should be required to participate in only 3 hours of such activities; and the 4<sup>th</sup> quarter for **Seniors only**, when the Seniors' requirement is only 3 hours.
- (C) Documentation. These projects shall be recorded **for the chapter** through various means (pictures, videos, web page, written documentation, and etcetera by the historian. **Members shall be responsible for ensuring that their records of Group Activity Participation are kept up-to-date.**
- (D) Non-Transfer of Hours. Service hours completed by members in the course of these projects shall not be counted towards members' Individual Service Project quota.
- (E) Limited Transfer of Personal Hours. Members may make up group hours for up to one quarter per year by transferring personal hours as approved by the executive council. The transfer of personal hours may not exceed 4 hours.
- (F) Limited Use of Rolling Hours. Members may make up group hours for up to one quarter per year by rolling over excess hours from the previous quarter(s) as approved by the executive council, provided they have participated in at least one group activity during the quarter for which they wish to make up hours.

### **Section 2. Individual Service Projects**

- (A) Definition. Each member shall have the responsibility for choosing and participating in various individual service projects that reflect his or her particular talents and interests.
- (B) Hour Quota. The minimum hour requirement for these various projects is 30 hours. These hours shall be completed over the course of 10 months starting the summer vacation immediately preceding the school year in question.
- (C) Required Documentation. Students are to turn in the Individual Service Hours Form found on SharePoint by the end of the Third Quarter to the Chapter Adviser.

**Section 3. Induction Ceremony.** All active members are required to attend the annual induction ceremony. Should an absence occur, the member shall be required to participate in five additional hours of Individual Service unless otherwise determined by the Chapter Adviser.

**Section 4. Publicity.** The chapter shall publicize its projects in a positive manner.

**Section 5. Review of Activities.** Each quarter (nine-week period), a formal review of each members participation in activities may be conducted. Should a member fall below activity standards, as described in this article, a formal review of membership may be conducted as set out in Article III.



## ARTICLE X EMBLEM

**Section 1.** Right to Wear Emblem. Each member of this chapter shall be entitled to wear the official emblem adopted by the National Honor Society.

**Section 2.** Removal of Emblem. Any member who withdraws or is dismissed from the chapter shall return the emblem to the chapter adviser.

## ARTICLE XI DUES

**Section 1.** Amount Payable. Annual dues for this chapter shall be \$10.00.

**Section 2.** Date Payable.

(A) Requirement. In order for members to remain eligible they must pay dues within the following guidelines:

(B) Active Members. Dues are payable one month after the first meeting of the General Assembly.

(C) Transferring Member. Dues are payable within 30 days of transfer.

**Section 3.** Nonpayment.

(A) Disciplinary Action. In the event of a failure to pay dues by the end of the period established in §2, members shall, at the discretion of the Chapter Advisor, be placed on probation, effective immediately, for 30 days or until such a time as outstanding dues are paid. Members shall be notified in writing of this action by the Chapter Advisor. If after this period dues are still outstanding, the Advisor may bring proceedings for dismissal as set forth.

## ARTICLE XII AMENDMENTS AND ADOPTION

**Section 1.** Amendments

(A) Requirements. All amendments and bylaws of this chapter must be consistent with the Constitution of the National Honor Society and all applicable School and School District Regulations as well as the Chapter's Non-Discrimination Policy (Article VI).

(B) Amendment Process. These Bylaws may be amended by a quorum vote of the chapter, provided notice of the proposed amendment has been given to members at least one meeting prior to the vote.

(C) Exceptions. Articles II and III are developed by the Faculty Council with the approval of the principal and, therefore, are exempted from the usual Amendment Process. Before a member may propose an amendment of said articles to the General Assembly, he or she must gain approval from the Faculty Council. With approval, the Amendment Process may continue as described in §1(B) of this article. The Faculty Council has the right to veto, in a signed, written statement, the amendment at any point. It is the prerogative of the Faculty Council to alter said articles at any time and in any manner whatsoever so long as such alterations meet the Requirements set forth in §1(A) of this article. The Faculty Council need not notify the members of the Chapter before alterations are made; however, the General Assembly shall be notified within a reasonable time period after such alterations occur so that the Bylaws and practices of the Chapter may be kept up to date.

**(D) Certification.** Upon the adoption of an amendment, a full text of the amendment shall be signed by the current President and Vice-President of the Chapter verifying that the document they have endorsed is indeed the amendment, duly adopted by the general assembly, in its entirety and exactly as it was at the time of its adoption. The same document shall be signed at the same time by the current Chapter Adviser, certifying that the amendment was indeed adopted in a lawful manner (as described in these Bylaws), that it upholds the standards of the National Honor Society, and that it is approved for implementation. Should an amendment to an article that is exempted from the usual Amendment Process by §1(C) be adopted by the General Assembly, it shall require, at the time of its adoption, the signature of a Faculty Councilperson in addition to the endorsements described above. Should the Faculty Council exercise its right to amend the exempted articles as set forth in §1(C), the Council shall render to the Chapter a full text of such an amendment with the original signature of at least one Councilperson.

**(E) Recordkeeping.** An original copy of the full text of every amendment, duly adopted as set forth in §1(A)-1(C) and certified as set forth in §1(D), shall be attached to the original Bylaws and must be kept on record. An updated version of the Bylaws, changed to include all amendments to date, shall also be kept on record at all times.

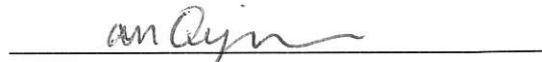
**Section 2. Adoption.** The adoption of these Bylaws shall require a quorum of the General Assembly. Upon adoption, the President, Vice President, and Secretary of the Chapter as well as the Chapter Adviser shall formally sign the Certificate at a meeting of the General Assembly. The additional signatures required for the Certificate shall be acquired as soon as possible. The Bylaws shall take effect immediately upon completion of the Certificate.

## CERTIFICATE

The undersigned hereby certify that the preceding bylaws, ten (10) pages in length (current page excluded), are indeed the Bylaws of the Palisade Chapter of the National Honor Society of Secondary Schools, in their entirety, exactly as voted on and adopted by the General Assembly of the Chapter on the Seventh of February, Two-Thousand-Seventeen.



Victoria Gabardi  
Co-President of the Chapter

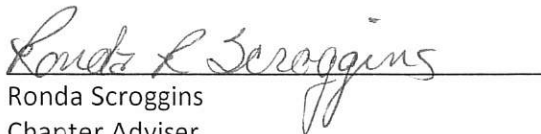


AnQi Yu  
Co-President of the Chapter

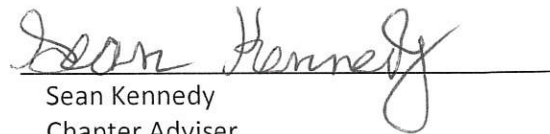


Victoria Talbott  
Vice-President of the Chapter

The undersigned hereby certify that the preceding bylaws were legitimately adopted by the General Assembly of the Chapter on the stated date in accordance with all applicable regulations. The undersigned approve of the bylaws, certify that they uphold the objectives of the National Honor Society, and deem them acceptable for immediate use.

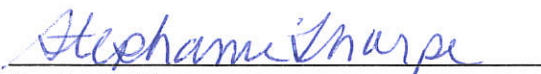


Ronda Scroggins  
Chapter Adviser



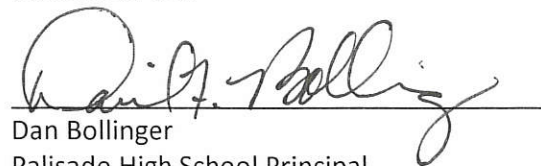
Sean Kennedy  
Chapter Adviser

The undersigned, on behalf of the Faculty Council, hereby certifies that the preceding bylaws uphold the standards and objectives of the National Honor Society as well as Palisade High School. The bylaws are acceptable to the Faculty and are in line with all applicable School and School District Regulations.



Stephanie Thorpe  
Faculty Council Representative

The undersigned hereby certifies that the preceding bylaws uphold the standards and objectives of the National Honor Society as well as Palisade High School. The bylaws are acceptable to the Faculty and are in line with all applicable School and School District Regulations. The bylaws are deemed acceptable for immediate use.



Dan Bollinger  
Palisade High School Principal