

**NATIONAL HONOR SOCIETY
NAPLES HIGH SCHOOL
BY-LAWS 2011-12**

I. MEMBERSHIP SELECTION PROCEDURES

- a. To be eligible for membership in the Naples chapter of National Honor Society, a high school student must be in grades 10 through 12 and must have a minimum **cumulative** Grade Point Average, (GPA), of 3.5 after the first semester of the school year for that grade level, at Naples High School.
- b. In conjunction with the candidate's G.P.A., she or he will be evaluated for membership selection on the basis of service, leadership, and character by a majority vote of the Faculty Council.
- c. Candidates meeting the scholastic requirements will be invited to apply and given an application packet to be completed, which will aid the Faculty Council in evaluating the student. Failure to return this information form by a given deadline, as set by the advisor, will result in the elimination of the candidate from consideration for membership for the current school year.
- d. Written evaluations submitted by faculty and/or community adults must average 3.5, or above on a scale of 4.0, to attest to the candidate's leadership, service, and character. Candidates can select their evaluators, however evaluations are strictly confidential.
- e. The results of the application sections (GPA, evaluations and essay) will be averaged on a scale of 4.0. The candidate must meet at least a 3.5 minimum overall score to be eligible.

II. MEMBERSHIP REQUIREMENTS

- a. Members must maintain a 3.5 GPA throughout their membership. Any member who does not maintain this GPA will be placed on probation for one semester to give the member an opportunity to raise her or his GPA. If the member does not bring their GPA up within one semester, the member must appear before the Faculty Council.
- b. Each member is required to participate 5 hours per semester, or 10 hours per year, in Chapter adopted community service projects. In the case of a member not having the minimum number of service project

hours at the end of the year, he or she must appear before the Faculty Council for possible probation and in the case of graduating seniors determine whether they can wear the Society recognition sash at graduation ceremonies. The executive board will establish opportunities for service projects for each year.

- c. A minimum of 15 service hours per semester or 30 hours per academic year is required in which 5 hours per semester or 10 hours per year should be chapter-sponsored projects. Note that fundraising outside of the chapter needs **IS NOT** considered community service.
- d. Members must attend every meeting or be excused by an executive board member or the sponsor. Failure to attend a meeting without notification will result in a warning. Missing more than one regularly scheduled meeting without notification will result in probation for a semester and Faculty Council review.
- e. Each member must sign up for one or more committee(s), which will meet **at least** once a quarter outside of general meetings. Members who fail to select at least one committee will be assigned a committee. Committee meetings are established by the Vice President of that committee and are mandatory. The sponsor determines excused absences. Prior notification is expected except in emergency situations.
- f. If members do not abide by any of the above points, they will be notified of possible probation.

III. EXECUTIVE BOARD AND THEIR DUTIES

Officers of the Naples High School NHS shall be president, committee vice presidents, secretary, treasurer and parliamentarian. The President(s), in case of a tie, for an academic year will be selected at the end of each previous academic year as will the position of Secretary and Treasurer. Members wishing to run for Parliamentarian must submit their names to the advisor at the first meeting of each academic year. At the next meeting, candidates will present their qualifications and the general membership will vote by secret ballot. In the event of a tie, for any election, candidates may choose a run-off vote or to co-share a position. Co-sharing is encouraged to promote unity and team building.

President

- a. Presides at all general and executive board meetings and the induction ceremony.
- b. Participates in all fundraisers and chapter sponsored community service projects.
- c. Monitors the National Honor Society website for scholarship information and other opportunities to present to members.
- d. Coordinates with Committee Vice Presidents on a timely basis.
- e. Communicates with the sponsor on a weekly basis.
- f. Ensures all tasks assigned for the year are completed.

Committee Vice Presidents

Vice Presidents are elected by their committee members and functions as chairperson for the committee they represent.

The number of vice presidents is dependent on the number of committees established each year by the executive council based on membership input and shall include at a minimum the following;

Service Projects – (Local Orphanage, Animal Shelter, Read Across America, etc.)

- a. Solicits ideas and determines the value of service projects.
- b. Adopts and organizes service projects for the school year.
- c. Coordinates with school and community on chapter adopted service projects, required paperwork and miscellaneous details to ensure a successful effort by members.
- d. Vice president of Service Projects will preside in the stead of the president for any function, should the president have an acceptable excuse from the sponsor.

Fund Raising – (Bagging at the NEX and Thrift Store Night)

- a. Determines type and number of fundraising activities based on chapter requirements.
- b. Coordinates with school and community on chapter preferred fundraisers, required paperwork and miscellaneous details to ensure a successful effort by members.

Social Morale and Welfare

Plans activities, (food, contests, and acknowledgements) to enhance meetings, service projects and fundraisers the chapter is involved with.

Induction (of new members).

- a. Designs invitations and distributes to academically eligible candidates.
- b. Prepares application packets/information for interested members.
- c. Coordinates with Faculty Council for interview times and review of candidates.
- d. Assists the president in carrying out assigned duties for the year.

ALL COMMITTEES MUST;

- a. Coordinate time, dates and costs to chapter.
- b. Solicit volunteers from chapter within or outside the committee.
- c. Gather required materials.
- d. Be responsible for all set-ups and clean ups associated with any event.

Secretary

- a. Prepares agenda for each general meeting.
- b. Records minutes for each meeting.
- c. Reads the minutes of the previous meeting at the next business meeting.
- d. Writes chapter correspondence to include ordering supplies.
- e. Makes amendments to chapter approved By-Laws.
- f. Ensures that all paperwork is complied in an orderly fashion.

Treasurer

- a. Maintains the chapter books, keeping an accurate record of income and expenditures in an orderly fashion.
- b. Gives a monthly report of income and expenditures at each general meeting.

Parliamentarian

- a. Verifies attendance records and sends notice to members when discrepancies occur.
- b. Maintains social network site, emails, calendar and bulletin board for membership information.
- c. Monitors service hours each semester and sends notice to members when discrepancies occur.
- d. Coordinates with Faculty Council on meeting times for review of members who fail to maintain standards.

IV. QUORUM

The quorum for the Naples Chapter of NHS shall consist of 2/3's of the membership.

V. PROBATION AND DISMISSAL

If a member receives probation, the duration is for the current semester. The tenets of the By-Laws must still be adhered to during any probationary period and the infraction corrected. Probation may result from following;

- a. Cumulative average drops below a 3.5 out of 4.0 scale.
- b. Attendance at general meetings, without excused absences, exceeds more than one occasion.
- c. Service hours do not meet requirements.
- d. More than one ***In School*** suspension or community violation per academic year.
- e. Suspension or expulsion from school.

The Faculty Council may consider dismissal when a member fails to adhere to probationary recommendations. If a member is dismissed, they cannot be considered for membership again.