

**Flower Mound High School Chapter Bylaws
Of
National Honor Society
2006-2007**

***ARTICLE I
Selection of Members***

- Section 1 Selection of Members to this Chapter of the National Honor Society (NHS) shall be by a Faculty Council consisting of five faculty members appointed by the principal. The chapter sponsors shall serve as the sixth and seventh non-voting members.
- Section 2 Candidates must have a cumulative high school grade point average of 103.0 on the 120.0 point scale beginning with the school year 2004-2005. Candidates must have been in attendance at Flower Mound High School (FMHS) for one complete semester before being selected.
- Section 3 Candidates must attend a mandatory meeting for explanation of rules governing the invitation process of NHS.
- Section 4 Candidates must complete the NHS information packet. A list of candidates who have a 103.0 on the 120.0 scale cumulative grade point average will be posted in classrooms and around the school.
- Section 5 Candidates must be involved in at least one co-curricular activity.
- Section 6 Only juniors and seniors will be inducted in the fall semester. Seniors graduating in December will not be inducted in the fall. Only sophomores and juniors will be inducted in the spring semester.
- Section 7 All faculty members will be invited to make comments on candidates and to evaluate the character, leadership, and service of the candidates.
- Section 8 All candidates receiving an invitation to join NHS must attend a pre-induction meeting. At this meeting they will be informed of all of the privileges, responsibilities and obligations of NHS membership at FMHS. At the conclusion of the meeting, those desiring to join NHS will submit their letters of acceptance to the sponsors. All inductees are required to attend a rehearsal for the induction.

ARTICLE II

Obligations of Members

Section 1 Members are required to participate in two different levels of service each year.

*Section 2 The individual service project (ICSP) must contribute to the betterment of the community. Individual service must be completed within the communities that feed into FMHS, including Double Oak, Highland Village, Lewisville and Flower Mound. Membership requires a minimum of five hours of individual service per semester (9 week period). A list of approved service opportunities accepted by the Faculty Council will be provided to each member at the first general meeting following induction. This list will also be located in the NHS activity book in the library. Each member shall obtain a signed service record of his/her service. The documented service must be reported to the sponsors by the final week of each semester. All service should be on a volunteer basis (without pay).

*Section 3 The second service project is the chapter service project (CSP). The CSP's are projects requested by the principal or selected by the sponsors, officers, and/or NHS members. Options for the CSP are not limited to community service projects. The CSP requires eight hours of out-of-school time. The project may be completed throughout each semester of the school year. Each member shall keep a signed service record of his/her CSP participation, which must be turned in the first week of December (4 hours) and the first week of May (4 hours). All service should be on a volunteer basis (without pay).

Section 4 Each member must be an active member in a co-curricular activity.

Section 5 Each member has the option of serving on one induction committee, for the fall (November) or spring (May) induction, in lieu of 2 hours of individual service.

Section 6 Each member must participate in one fundraising project per year. Members shall share an equal responsibility for fundraising, based on the budget set by the officers and sponsors for that year.

Section 7 Each member must maintain a minimum cumulative grade point average of a 103.0 on the 120.0 scale.

*Section 8 Attendance at monthly meetings is required of each member. Each member is allowed two absences per school year. After a missed meeting, the member is responsible for getting the missed agenda and finding out what was discussed at the meeting.

*Section 9 Students who do not fulfill the responsibilities of membership will receive a demerit. A third demerit constitutes dismissal from membership, and the member will receive written notification of dismissal by mail.

ARTICLE III ***Meetings***

*Section 1 Attendance at monthly meetings is required of all members.

*Section 2 Meetings will be held on the third Thursday of each month. Members will receive notification of changes.

Section 3 Meetings are held at 8:00 am or 4:15 pm in the FMHS auditorium.

Section 4 Additional meetings may be called by the Executive Committee (which is comprised of the sponsors and the officers) as needed with a minimum of two days' notice to the membership.

*Section 5 Officers' meetings will be held the second Thursday of each month at 8:00 am in a designated sponsor room.

ARTICLE IV ***Dues***

Section 1 Annual dues shall be set at \$10.00.

*Section 2 Dues must be paid by the end of September of each school year.

Section 3 Incoming members must pay dues prior to the date of induction.

ARTICLE V ***Nomination and Election of Officers*** ***Removal from Office*** ***Filling Vacancies***

- Section 1 The officers of this chapter shall be a president, a vice-president, a secretary, a treasurer, a historian/reporter, a parliamentarian, and a chapter liaison.
- *Section 2 Members who receive a demerit are ineligible to seek or hold office.
- Section 3 Candidates for office must have a minimum of one semester of membership before being eligible to seek office.
- *Section 4 Applications for officer candidacy shall be taken from the junior membership. The nominees for each office shall be placed on the final ballot.
- *Section 5 Officers shall be elected by secret ballot at a regularly scheduled meeting. They shall be inducted at the May induction ceremony.
- *Section 6 A majority of votes cast shall be necessary to elect any officer of this chapter.
- *Section 7 Only junior members can participate in the election of officers.
- Section 8 Officer nominees are required to attend a pre-election meeting, during which time they will be informed of the responsibilities of the office. The nominee must also return a signed (both nominee and parent) officer agreement by a set deadline in order to run for office. The officer agreement will be obtained at the pre-election meeting.
- *Section 9 In the event of a tie in the election, a run-off election will be called and announced for a week preceding the run-off election.
- Section 10 Newly elected officers must serve with the officer whom each is replacing in an officer installation ceremony which takes place during the spring induction. The outgoing and incoming officer for each office will function as co-chairpersons until the school year concludes in May.
- Section 11 The executive committee shall be comprised of officers of the chapter and the sponsors.
- Section 12 Any officer who fails to meet requirements and/or fulfill his/her duty in office will be replaced through a general membership election or appointed by the executive committee.
- Section 13 No officer shall be eligible to serve for more than one consecutive term in the same office.
- Section 14 An officer who has served more than half a term is considered to have served a full term.

ARTICLE VI
Duties of Officers

Section 1 The duties and responsibilities of all officers are as follows:

- To attend summer planning sessions.
- To attend all monthly officer planning sessions.
- To attend all meetings of the organization.
- To participate in all activities of the organization.
- To assume final responsibility for all activities (if membership participation is not sufficient to carry out project).
- To report to sponsors well in advance if unable to attend any event or meeting.
- To serve on committees as appointed by the president and sponsors.
- To promote positively the activities and bylaws of the chapter.
- To chair induction committees.

Section 2 Duties and responsibilities of president shall be as follows:

- To attend all officer meetings.
- To attend all regular meetings.
- To attend and/or participate in every activity which represents NHS.
- To head two induction committees per year (fall and spring).
- To check in with NHS sponsors daily.
- To prepare agendas for officers' meetings and general meetings.
- To preside over all meetings.
- To serve as a member of all committees. It is important that you are there to demonstrate your leadership and your active participation in the organization. This applies to all NHS officers.
- To check to see that other officers are doing their jobs.
- To meet with sponsors prior to the officers' meeting to help prepare agenda.

- To call special meetings with officers, sponsors, or membership as needed.
- To run errands as needed.
- To prepare all materials by Wednesday for the Thursday general meeting. The president should be sure that the other officers have the items each is responsible for:
 - vice president: sign up sheets
 - secretary: roll book & agenda
 - parliamentarian: ballots
 - treasurer: receipt books, financial reports, etc.
- To check with sponsors to make sure purchase orders are sent in for materials needed for inductions, fundraisers, general supplies, etc.
- To review agenda from the previous year in order to plan effectively for current year.
- To participate in parliamentary procedure training sessions if offered.

Section 3 Duties and responsibilities of the vice-president shall be as follows:

- To attend all officer meetings.
- To attend all regular meetings.
- To attend and/or participate in every activity which represents NHS.
- To head two induction committees per year (fall and spring).
- To check in with NHS sponsors daily.
- To assume the responsibility of president in case of absence, resignation, or probationary status.
- To assume responsibility for filling openings on committees or other assignments, for notifying students regarding their committees or other assignments, for preparing sign-up sheets for activities, etc.
- To assist the president in all activities.
- To assist all other officers as needed or in case of absence, etc.
- To prepare all sign-up sheets and post all sheets in NHS activity book.
- To make sure all sign-up sheets are taken to the regular monthly meetings.
- To be sure the sign-up sheets are placed back into the NHS activity book after the 4:15 meeting.

- To be responsible for compiling all membership rosters.
- To update phone and membership rosters after Inductions.
- To sign members' yellow sheets for Induction committees and spotlight committee.

Section 4 Duties and responsibilities of the secretary shall be as follows:

- To attend all officer meetings.
- To attend all regular meetings.
- To attend and/or participate in every activity which represents NHS.
- To head two Induction committees per year (fall and spring).
- To check in with NHS sponsors daily.
- To make sure attendance book is on the cart and ready for monthly meetings.
- To immediately notify in writing all members who have missed two meetings. Deliver these personally to the members. Notify sponsors and make note in the roll book.
- To attend all officers' meetings and take detailed minutes as these will become the agenda for the regular meeting.
- To type the agenda for all general meetings. Add graphics as needed. Agenda is to be neat and detailed and should reflect the quality expected of NHS. Agenda must be given to the sponsors by the Friday before the Thursday meeting. Make sure the agenda has been duplicated by sponsors and is on the cart and ready for the Thursday meeting.
- To attend all general meetings and take detailed minutes.
- To take roll at all meetings. Mark in roll book and indicate which meeting (morning or afternoon) the member attended.
- To be responsible for all correspondence such as thank you notes, etc.
- To immediately notify in writing all members who have missed two meetings.

Section 5 Duties and responsibilities of the treasurer shall be as follows:

- To attend all officer meetings.
- To attend all regular meetings.
- To attend and/or participate in every activity which represents NHS.
- To head two induction committees per year (fall and spring).
- To check in with NHS Sponsors daily.
- To keep a record of the chapter finances.
- To serve as chairman of all fundraising activities.
- To send written reminders to all members concerning dues and all fund raising activities.
- To discuss any financial matter that appears on the agenda.
- To implement fund-raiser responsibilities:
 - Type information sheets and give to sponsors to be duplicated.
 - Make announcements about product pick-up.
 - Collect, count, and write receipts for money.
- To send written reminders to all members concerning dues and all fund raising activities.

Section 6 Duties and responsibilities of the historian/reporter shall be as follows:

- To attend all officer meetings.
- To attend all regular meetings.
- To attend and/or participate in every activity which represents NHS.
- To head two induction committees per year (fall and spring).
- To check in with NHS sponsors daily.
- To keep a copy of NHS activities for the chapter scrapbook. For example: articles in school newspaper, local newspapers, PTSA Newsletter, programs from induction, pictures and thank you notes, etc.
- To take pictures at all NHS events with NHS camera. Purchase film and have developed & give receipt to the sponsors for reimbursement. Have only NHS items on the receipts.

- To create a scrapbook and have it ready at the spring induction.
- To have the scrapbook on display at all chapter functions.
- To keep the NHS case current. Post notices and information for members. Post a current agenda from the regular meetings.
- To notify the media contact person at the Lewisville Independent School District administration building of chapter activities and to arrange for articles and photographs of NHS activities to be printed in the local newspapers.
- To notify immediately, and in writing, any NHS student who is in danger of removal because of demerits.

Section 7 Duties and responsibilities of parliamentarian shall be as follows:

- To attend all officer meetings.
- To attend all regular meetings.
- To attend and/or participate in every activity which represents NHS.
- To head two induction committees per year (fall and spring).
- To check in with NHS sponsors daily.
- To be knowledgeable about parliamentary procedures according to *Robert's Rules of Order, Newly Revised*.
- To participate in parliamentary training if offered.
- To take late attendance at general meetings.
- To conduct all elections as follows:
 - On February agenda, inform members that nominees for officers for the next year will be taken at the March meeting. Have handouts describing duties of the officers and a list of all members eligible to run for officer. Members on probation are not eligible.
 - Inform membership that nominees for outstanding members will be taken at the March meeting also. Have handouts at the February meeting describing qualities for nomination as well as a roster of names of members to make the nomination easier.
 - On March agenda and at general meeting have nomination materials and ballots for officer (only

juniors nominate and vote) and outstanding members (juniors nominate and vote for juniors and seniors nominate and vote for seniors). Tally nominations and post as soon as possible in NHS case.

-If parliamentarian is on the ballot for any office or outstanding member, then the sponsors will count the votes.

-On April agenda and at general meeting have ballots ready for voting. Collect ballots at end of meeting. Post winners and possible run-off dates.

-Never discuss the votes of any candidate with anyone except the sponsors. Count the ballots in the same room with sponsors. Always double check counting of ballots.

-Be very familiar with all nomination and voting procedures in NHS.

-To notify immediately, and in writing any student who has not confirmed their yearly co-curricular activity.

Section 8 Duties and responsibilities of the chapter liaison shall be as follows:

-To attend all officer meetings. (2nd Thursday of each month)

-To attend all regular meetings. (3rd Thursday of each month)

-To attend and/or participate in every activity which represents NHS.

-To head two induction committees per year (fall and spring).

-To check in with NHS sponsors weekly.

-To serve as a liaison between members of the community who require FMHS -

NHS students for community service opportunities and FMHS.

-To prepare all sign-up sheets for chapter service and post all sheets in NHS activity book.

-To notify immediately, and in writing, any NHS student who has not completed

- their bi-yearly chapter service.
- To keep track of service hours, co-curricular, dues, demerits, fundraisers, etc...
 - in assigned sponsors NHS registry.
- To set up meetings with the FMHS Faculty Council to resolve dismissal or demerit disputes.

ARTICLE VII
National Honor Society
Scholarship Nomination Procedure

- Section 1 Any senior interested in applying for the National Honor Society scholarship shall complete the required application from the national office.
- Section 2 The sponsors and faculty council will review the applications and select two nominees and one alternate to represent Flower Mound High School in the National Honor Society Scholarship awards competition.
- Section 3 The nominees must complete the scholarship selection questionnaire.
- Section 4 The chapter will pay the application fee.

ARTICLE VIII
Chapter Awards, Scholarships, and Honors

- Section 1 Each year the membership shall recognize five outstanding members, one each in the categories of scholarship, service, character, leadership, and most outstanding all-around member. Silent nominations for these awards will be taken during the March regular meeting. The top five nominees for each award will be placed on a ballot to be voted on at the regular meeting in April. The winners will be announced at the Spring induction ceremony held at the May meeting. The announcements of the awards will be made by the incoming officers. Each recipient of an award will receive a certificate. The recipient of the most outstanding member award will be given a plaque and his/her name will be added to the most outstanding member plaque that is kept permanently in the library.
- Section 2 Each year the membership shall give scholarships to its members. The number of scholarships and the amount of

each year's scholarships shall be determined by a vote of that year's membership, with a minimum of \$250.00. A scholarship application form committee will review the scholarship application, which will be written by a six-member committee of the membership and two sponsors, each year. The application will be made so as to keep the applicant as anonymous as possible to the selection committee. The emphasis for selecting a recipient will be placed upon activities done for the chapter. Any senior member, with no demerits, may complete and submit an application. The faculty advisory council will select the recipients and they will be announced at the spring induction ceremony.

*Section 3 Each year graduating senior members of National Honor Society will wear the National Honor Society stole in the FMHS commencement ceremony. This stole is worn by all senior members. Members who wish to purchase a stole may do so before the commencement exercises at the current cost of the stole. The top 25 senior NHS members will wear Blue and Gold Honor Cords, which they shall be allowed to keep in recognition of their outstanding academic achievement.

ARTICLE IX

Dismissal Procedure

Section 1 All dismissal decisions shall be determined by the National Honor Society faculty council in accordance with the national constitution of NHS and the Flower Mound High School chapter bylaws.

Section 2 Members are expected to fulfill all of their obligations and responsibilities as members of the chapter.

*Section 3 Members who fall below the standards and requirements for membership will be notified in writing by the chapter sponsors. In the case of flagrant violation of school rules or civic laws, a member does not have to be issued a warning before the faculty council takes action.

Section 4 Each member is allowed two demerits during his/her entire term of membership. A third demerit results in membership dismissal from the Flower Mound High School chapter of the National Honor Society.

Section 5 A member who is dismissed or who resigns may never become a member of National Honor Society again.

Section 6 Members who are assigned to on campus (PAS) or off campus suspension (AEP) shall appear before the faculty council. The faculty council will investigate thoroughly before any action is taken. If the faculty council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the time and place of a hearing with the faculty council.

Section 7 In all cases of dismissal, a member shall have the right to a hearing before the faculty council. The member may request the meeting and will be notified of the time and place of the hearing.

ARTICLE X
Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the society.

ARTICLE XI
Amendment of Bylaws

These bylaws may be amended by the faculty council and/or the executive committee with a two-thirds vote.

