



# North Allegheny Senior High School

## National Honor Society Bylaws



### I. Officer Duties

#### A. **President:**

- Responsible for one service project and oversees all service projects
  - Coordinate dates and duties with outside point person
  - Organize sign-ups, send reminders, and collect attendance information
  - Provide attendance information to Service Chair
- Responsible for creating weekly agendas and running all meetings
- Communicates regularly with the faculty advisors.
- Responsible for coordinating homecoming parade, float, etc.
- Assists in planning the Fall and Spring Induction ceremonies and Top Scholar banquet
- Completes club/activity school board report

#### B. **Vice President:**

- Responsible for one service project
  - Coordinate dates and duties with outside point person
  - Organize sign-ups, send reminders, and collect attendance information
  - Provide attendance information to Service Chair
- Responsible for leading the chapter in the absence of the President.
- Responsible for coordinating the Fall and Spring induction ceremonies.

#### C. **Secretary:**

- Responsible for one service project
  - Coordinate dates and duties with outside point person
  - Organize sign-ups, send reminders, and collect attendance information
  - Provide attendance information to Service Chair
- Responsible for meeting minutes and other records such as attendance
- Responsible for the creation of a college decision list for members at the end of senior year to be included in official NHS publications

#### D. **Treasurer:**

- Responsible for one service project.
  - Coordinate dates and duties with outside point person
  - Organize sign-ups, send reminders, and collect attendance information
  - Provide attendance information to Service Chair
- Responsible for record keeping regarding fundraisers, dues, honor cords, etc.
- Responsible for coordinating the Honors Banquet with the faculty advisors

### II. Officer Elections

- A. All officers will be elected in the Spring (prior to the senior year) after the induction of new members. In order to be elected, a student must obtain a majority of votes for a particular position. Runoff elections are held until a winner is declared.

### III. Committee Chair Duties

- A. Committee chairs are appointed by the elected officers in the spring prior to the senior year. Those members who are interested in a chair position must officially apply to be considered. Once appointed, the committee chairs are responsible for one service project in addition to coordinating the activities of the committee which the student chairs. Committee chairs will enlist the help of NHS members to perform the following activities:

#### **Technical Chairs (2):**

- I. Responsible for maintaining the NHS Blackboard site and technology needs for the top scholar banquet and Spring induction ceremony.
  - A. Posting meeting minutes/agenda to Blackboard
  - B. Banquet and Induction videos/presentations
- II. Responsible for coordinating one service project each
- III. Responsible for creating monthly meeting attendance forms

#### **Social Chair:**

- I. Responsible for one service project
  - A. Coordinate dates and duties with outside point person
  - B. Organize sign-ups, send reminders, and collect attendance information
  - C. Provide attendance information to Service Chair
- II. Responsible for the coordination of the Fall and Spring Socials and other social events to be determined by the Executive Committee.
- III. Assists the Publicity Chair with documenting events and ensuring pictures of activities are taken and available to share

#### **Publicity Chair:**

- I. Responsible for one service project
  - A. Coordinate dates and duties with outside point person
  - B. Organize sign-ups, send reminders, and collect attendance information
  - C. Provide attendance information to Service Chair
- II. Responsible for the publicizing all NHS sponsored events via Twitter and Blackboard
- III. Responsible for collecting pictures throughout the year and provide them for use in the induction and scholars banquet videos

#### **Service Chair:**

- I. Responsible for one service project
  - A. Coordinate dates and duties with outside point person
  - B. Organize sign-ups, send reminders, and collect attendance information
  - C. Provide attendance information to Service Chair
- II. Responsible for the organization of the NASH open-house volunteers, spring musical ushers, Spring induction volunteers, and for record keeping of service project attendance/hours
- III. Responsible for announcing new service opportunities via Blackboard

### IV. Attendance at Monthly Meetings

- A. Attendance at all NHS general meetings is mandatory. The meetings are generally held in the auditorium during homeroom on the third Wednesday of every month, with more frequent meetings early in the year as needed. A calendar of scheduled meetings is distributed to the members after the spring and fall inductions.

- B. It is expected that members who are present in the building attend the meeting. Members who cannot attend the meeting, for whatever reason, are expected to communicate their absence with the secretary.
- C. After the second unexcused absence the member is issued a warning letter stating that a third unexcused absence will result in the revocation of membership.

V. **Service Projects**

- A. Each member is required to participate in more than one NHS sponsored service project throughout the year. Twenty service hours must be earned prior to the end of April of the senior year, four of which can come from non-NHS sponsored projects. A list of projects and the number of hours earned for each project will be distributed to the members at the beginning of the year. If the student has not earned ten service hours prior to December 21, a warning letter will be issued to remind the member of the requirement. Any student who has not fulfilled the requirement of ten hours by the 30th of April will be dismissed from the chapter. A service record chart will be posted online and updated weekly.
- B. Each member is required to attend service projects he or she signs up for. If a member is unable to attend a service project they registered for, they must make the NHS officer in charge of that service project aware at least 7 days in advance. If you cannot attend and have not let the service project officer know within 7 days it is your responsibility to find a replacement.

VI. **Honor Cords**

- A. All NHS members will be required to purchase official honor cords to be worn during the graduation ceremony. This purchase must be made through the local chapter.

VII. **Dismissal from the National Honor Society**

- A. If a member has been found to be in violation of the code, that member will be notified in writing and will be given the opportunity to have a hearing before the Faculty Advisory Council to present his/her side. Should that member decide to have a hearing, a meeting will be scheduled in which the member must attend in person (with the option of having a parent present), along with the Faculty Advisors, the Faculty Advisory Committee and the school Principal.
- B. Violations to the Honor Code include actions that go against the four pillars of the National Honor Society (Character, Scholarship, Leadership, and Service). Examples of violations include, but are not limited to the following:
  - Cheating
  - Plagiarizing
  - Drinking at school events
  - Offensive language
  - Blatant disrespect for others
  - Failure to comply with service project requirements
  - Unexcused absences from three general membership meetings
  - QPA falling below the minimum requirements.
- C. Members whose QPAs fall below the requirements (3.9500), fail to attend service projects for which they sign up, or those members who miss two general meetings, will be notified of this standing and encouraged to take measures to prevent dismissal from the Society.

- D. Members who receive 2 warning letters with regard to any of the above violations, will be dismissed immediately from NHS.