Bylaw 1: Dues.

The amount of dues for each member of the Chapter shall be $25.00 per year. The dues are to be paid by all members prior to the Induction Ceremony.

Bylaw 2: Officers.

Section 1. The officers of this Chapter shall be president, vice president, secretary, and historian. Each officer of this Chapter shall serve for one calendar year or until their successor is installed.

Section 2. NHS members may self-nominate or nominate a fellow member who is in good standing to run for office in accordance with the procedure established by the Faculty Council. A ballot vote will be taken to elect the officers at the general meeting in May. A majority vote is required for the election.

Section 3. Newly elected officers shall be installed at a formal ceremony at the next general meeting after the election.

Section 4. In the event an elected officer cannot fulfill the office, the executive committee shall appoint a current NHS member to fill the vacancy.

Bylaw 3: Duties of Officers.

Section 1: President. The Chapter president shall preside at all meetings of the Chapter and the executive committee. It shall be the president's responsibility to call all special meetings relative to Chapter business. The president shall be responsible for the supervising of the Chapter's affairs between business meetings, carrying out the duties specified in the By-laws, and making recommendations to the Chapter. The president shall lead or co-lead one mandatory service.

Section 2: Vice President. The Chapter vice president shall serve as president in the absence of the president. The vice-president shall also chair activities that do not fall under the other officers’ responsibilities as agreed upon by the executive committee. In addition, the vice-president shall be responsible for coordinating news/press releases regarding Chapter activities, for maintaining the NHS bulletin board and for keeping a pictorial record of the Chapter's activities. The vice-president shall lead or co-lead one mandatory service.

Section 3: Historian. The Chapter historian shall keep the minutes of all meetings, keep the attendance record of Chapter members at the meetings, keep the Chapter membership directory up to date, carry on Chapter correspondence, and prepare an annual activity report in late May. The historian shall lead or co-lead one mandatory service.

Section 4: Secretary. The Chapter secretary shall serve as the service chairperson for the Chapter, maintaining accurate records of all service hours. The secretary shall lead or co-lead one mandatory service.
**Bylaw 4: Meetings.**

**Section 1.** Regular Chapter meetings shall be held no more than twice a month during the school day as approved by the principal. Each member is encouraged to wear his/her NHS t-shirt to each meeting.

**Section 2.** Executive committee meetings shall be called regularly by the Adviser(s). Attendance at executive committee meetings is mandatory for all board members; an unexcused absence from an executive committee meeting will result in the consideration of the removal of the member from office.

**Section 3.** Special meetings approved by the Chapter advisor(s) may be called by the president.

**Section 4.** All meetings shall be open meetings and held under the sponsorship of the Chapter advisor(s).

**Section 5.** Chapter members are expected to attend all scheduled meetings. If a member is present at school, he/she is required to attend the scheduled NHS meeting. Members who are absent from meetings are responsible for all information presented.

Chapter members shall be allowed one unexcused absence from scheduled meetings per school year. After two unexcused absences said member will be placed on probation for the remainder of the school year. Any additional absences will result in the member being referred to the Faculty Council for dismissal from NHS.

**Bylaw 5: Projects.**

**Section 1.** Members shall complete a minimum of **30** hours of school or community service related to at least 4 different projects. Members must participate in at least one NHS sponsored “mandatory” service project/activity each year. A maximum of ten (10) hours will be credited for any one service project or activity / per organization. Additionally, submitted documentation shall be subject to random verification by the Faculty Council members of signatures/participation stated on service forms. All NHS sponsored activities will be posted on the NHS website and sign-up sheets will be available prior to the event. **Members are responsible for keeping track of these activities and providing the documentation to the secretary. Additionally, members who commit to attend a NHS service activity, but find they can no longer do so, must notify the Executive Board at least five days in advance of the scheduled event, or personally secure a substitute.**

**Section 2.** Returning members may complete up to ten (10) hours of service which will be credited for community service projects completed during the summer (maximum 10 hours per activity / per organization rule applies). Returning members have until October 1st to submit documentation of hours completed during the summer. Members who do not submit verification of required service hours performed by the deadline shall be referred to the Faculty Council.

**Section 3.** Seniors must provide evidence of having completed all service work prior to May 10th of each year and Juniors must submit documentation of having completed thirty (30) service hours no later than June 1st of each year. Members who do not provide documentation of completed service hours do not meet membership requirements and will be referred to the Faculty Council.
**Bylaw 6: Member Obligations.**

**Section 1.** Each Chapter member shall, at all times throughout the calendar year, meet the Chapter expectations of Scholarship, Leadership, Character, and Service by which they were selected.

**Section 2.** Each Chapter member shall participate in service projects. Each member shall have the responsibility of choosing and participating in those activities that reflect his or her particular talents and interests.

**Section 3.** Each new Chapter candidate shall pay annual dues, in advance, with submission of their applications. Should the candidate not qualify for membership, due money will be reimbursed. Current Chapter members will pay their dues prior to September 30. Failure to do so will result in probationary status. Any student on free or reduced lunch is eligible for a dues waiver upon request. Additionally, in the case of financial hardship and upon request by the member’s parent, the dues may be waived.

**Section 4.** Members are required to participate in the new member Induction Ceremony, all NHS-sponsored Staff Appreciation events, and other mandatory NHS sponsored events.

**Section 5.** Each Chapter member shall regularly contribute to the moneymaking projects of the chapter. Members who do not participate in fundraising projects shall be required to pay a dollar amount equal to the money the NHS chapter would have earned had the member participated in the sale.

The Chapter shall be involved in moneymaking projects each year as determined by the executive committee. Members are required to participate in and support these endeavors. Money earned from these activities shall be used to carry out service projects, Chapter programs and recognition.

**Section 6.** Failure to meet expectations of sections one, two, three, four and/or five above may result in a warning, probation, or dismissal from the National Honor Society. The Faculty Council will handle each situation according to national NHS guidelines.

**Section 7.** Graduating seniors who satisfy all previously stated Chapter service project activity requirements shall be awarded a NHS Honor Stole to be worn at graduation.

**Bylaw 8: Awards.**

**Section 1.** The National Honor Society may present awards of recognition to individuals who positively promote Chapter values within the community.

**Section 2.** The Faculty Council shall determine the form for this recognition from year to year. Awards may include, but are not limited to, staff member of the month, teacher excellence for the year and the department appreciation program.