

# National Honor Society

Academy of Arts, Careers, and Technology

## Chapter Bylaws

ADVISOR: Miller

## **ARTICLE 1: ORGANIZATION**

- 1) Name:** Academy of Arts, Career, and Technology National Honor Society (AACT NHS)
- 2) General Membership Meeting Time:** First and third Wednesday of every month during lunch.
- 3) Place:** Room I don't know yet
- 4) Frequency:** General Meetings 2 per month/more during major projects/events  
Officer Meetings 1-2 per month outside of the general meetings
- 5) Definition of Quorum:** >50% (majority) of members on date of decision
- 6) AACT's Chapter Bylaws shall abide by and be in accordance with the Official NHS Constitution**

## **ARTICLE 2: PURPOSE**

- 1) Purpose:**
  - A. Develop strong morale and ethical character among AACT students.
  - B. Create enthusiasm for and model scholarship.
  - C. Build and promote leadership skills in AACT students.
  - D. Give back to our school and community through service projects.

## **ARTICLE 3: EXECUTIVE BOARD, PRINCIPAL, OFFICERS, ADVISOR, AND FACULTY COUNCIL**

- 1) Executive Board:**
  - A. The Executive Board shall be the President, Vice President, Secretary, Treasurer, Historian, and the NHS Chapter Advisor.
  - B. The term of office for the Executive Board shall be 1 school year. Officers may be re-elected for a second term of 1 school year in the same or a different officer position.
  - C. Student Executive Board members must consistently maintain good academic and disciplinary standing.
  - D. The NHS Chapter Advisor shall be a non-voting member.
- 2) NHS Chapter Advisor**
  - A. The NHS Chapter Advisor shall be a member of the faculty, appointed annually by AACT's principal, and may serve consecutive terms.
  - B. Neither principal nor a vice-principal may serve as NHS Chapter Advisor.
  - C. Responsible for the direct, day-to-day supervision of the chapter and acts as liaison between faculty, administration, students, and community. The NHS Chapter Advisor will also help the chapter officers understand and carry out their duties.
  - D. Maintains files on membership, chapter history, activities, and financial transactions.
  - E. Regularly reviews each member for compliance with NHS standards and obligations.
  - F. Must submit an annual report to the national office.
  - G. Will be a non-voting member of the Executive Board and a non-voting, sixth member of the Faculty Council.
- 3) Faculty Council**
  - A. The school principal will appoint a 5-member, voting, faculty committee to serve on the NHS Faculty Council by appointment or voluntary basis.
  - B. The Faculty Council shall be appointed annually by the principal. Members may be appointed to consecutive terms.

- C. Neither principal nor vice-principal may serve on the Faculty Council.
- D. The NHS Chapter Advisor shall be a non-voting, sixth member of the Faculty Council.
- E. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- F. Duties of Faculty Council shall be consistent with those stated in the Official NHS Constitution.

#### **4) Principal**

- A. The principal shall reserve the right to approve all activities and decisions of the chapter.
- B. The principal shall annually appoint a member of the faculty as NHS Chapter Advisor, who may serve consecutive terms.
- C. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- D. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

### **ARTICLE 4: MEMBERSHIP & FEES**

#### **1) Eligibility (In order to vote or be designated as a member)**

- A. Membership is restricted to students enrolled in the AACT.
- B. Membership in AACT's NHS is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- C. Applicants must fully complete a AACT NHS membership application in order to be considered for membership. Due dates for applications are to be determined by the Officers and the Advisor each semester and will be announced at AACT NHS meetings, documented on meeting agendas, announced on social media and the announcements, and/or will be posted on the AACT NHS website.
- D. Applicants/Inductees must have a majority approval by the Faculty Council.
- E. Official membership is confirmed only after official induction at a special ceremony held in the fall of each year.
- F. Applicant/member must maintain a 3.5 cumulative weighted GPA or above as determined by semester-ending official transcript grades, for each semester of membership.
- G. Applicants/members must be at least in 10<sup>th</sup> grade.
- H. Applicants/members may have no documented disciplinary issues; applicants/members must be behaviorally in good standing/maintain good standing with the school/district.
- I. Applicants/members must successfully complete 30 hours of community service each semester they are in NHS. These 10 hours are comprised of at least 10 AACT community service hours and at least 10 hours from a community service opportunity of the applicant's/member's choice.
- J. AACT community service hours are defined as volunteering at any events agreed upon by the executive council for that school year. The hours must be appropriately documented using the AACT NHS community service hour form. Due dates for community service hours each semester are due no later than 2 weeks prior to the end of the given semester or as otherwise determined by the Advisor.
- K. "In good standing" is defined as meeting and maintaining all eligibility requirements as stated in Article 4, Membership & Fees.

**2) Dues:** Annual membership dues of \$30 are to be paid to AACT NHS by each applicant/member, each year. The due date of this fee will fall within the first 5 weeks of the fall/spring semesters. All current/existing members as well as new applicants that are applying in the fall will pay in the fall, within the first 5 weeks of that semester. New applicants that are applying will pay, within 2 weeks of the being accepted that semester. No student shall be denied membership due to financial hardship. If it is determined by the NHS Advisor that there exists a financial hardship, a membership-dues scholarship may be approved by the principal and the NHS Advisor.

**3) Graduation Recognition:** AACT NHS graduating seniors will be given official NHS graduation recognition items to wear with their robes at the graduation ceremony as follows:

**2**-semester senior in good standing with AACT NHS: tassel only

**3**-semester senior in good standing with AACT NHS: cord only

**4**-semester senior in good standing with AACT NHS: tassel and cord

If the AACT NHS senior chooses to wear the above at graduation, the cost is in addition to their annual dues and shall be purchased through the NHS Advisor or his/her designee by March of the given graduation year.

In addition, seniors in good standing will receive the official NHS gold seal on their high school diploma. There is no fee for this honor; and no formal student request is needed (the NHS Advisor shall coordinate).

A 'senior in good standing' is defined as meeting/maintaining all criteria listed within Article 4, Membership and Fees.

## **ARTICLE 5: OFFICER TITLES & DUTIES**

**1) The Executive Board shall include the following student positions:**

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Historian

**2) All Officers must demonstrate leadership/character in/outside the classroom**

- A. All behavioral records shall show the officer to have consistent exemplary behavior
- B. Officers shall help other AACT NHS members and officers accomplish tasks/goals
- C. Officers shall maintain good relationships with other officers and members
- D. Officers shall follow the NHS Advisor's advice/constructive criticism
- E. Officers shall be friendly and courteous to others while maintaining professionalism
- F. Officers shall have an assertive personality that is able to lead and encourage members
- G. Officers shall have excellent communication skills and social skills
- H. Officers shall be familiar with all AACT NHS activities and events
- I. Officers shall be trustworthy and reliable
- J. Officers shall maintain consistent, excellent meeting and activity attendance
- K. In addition to all of the above, officers shall meet all general membership criteria as stated in Article 4, Membership & Fees

### **3) President**

- A. Prepare agenda for general/officers' meetings
- B. Conduct all meetings with within AACT NHS
- C. Must be a senior
- D. Must be a AACT NHS member for at least one year
- E. Organize and lead all community service activities and events
- F. Assist the NHS Advisor in planning the yearly induction ceremony
- G. Any/all other leadership duties that may be required by AACT NHS

### **4) Vice-President**

- A. Assists President in preparing agenda for general/officers' meetings
- B. Conduct meetings with other officers when President is unavailable
- C. Must be a junior
- D. Act as liaison to other clubs, CTSO's, and leadership to coordinate events
- E. Assist the NHS Advisor in planning the yearly induction ceremony
- F. Any/all other leadership duties that may be required by AACT NHS

### **5) Treasurer**

- A. Assists NHS Advisor prepare financial updates /budget as needed
- B. May assist with depositing funds into NHS account upon approval by the NHS Advisor
- C. Assist the NHS Advisor in planning the yearly induction ceremony
- D. Plan fundraising events to meet club goals and budget
- E. Any/all other leadership duties that may be required by AACT NHS

### **6) Secretary**

- A. Create sign-in sheets and maintain attendance for general/officer meetings
- B. Maintain/update current AACT NHS membership rosters
- C. Take minutes for general and Executive Board meetings
- D. Create and organize all pertinent documents necessary for AACT NHS (permission slips, records, etc.)
- E. Maintain the AACT NHS website (along with Historian)

- F. Establish/maintain communication with AACT NHS members via email, social media, etc. (along with Historian)
- G. Assist the NHS Advisor in planning the yearly induction ceremony
- H. Any/all other leadership duties that may be required by AACT NHS

#### **7) Historian**

- A. Attend any/all events, activities, documenting each with photos, articles, etc. (if Historian is not available, then the Historian must designate another officer or member to document the event/activity)
- B. Post pictures and/or articles to AACT NHS website and/or submit to other AACT social media,, AACT yearbook, etc.
- C. Maintain/update AACT NHS website (along with Secretary)
- D. Establish/maintain communication with AACT NHS members via email, social media, etc. (along with Secretary)
- E. Assist the NHS Advisor in planning the yearly induction ceremony
- F. Any/all other leadership duties that may be required by AACT NHS

### **ARTICLE 6: OFFICER ELECTIONS**

#### **1) Election Process for Officers**

- A. Nominations by others/self; a minimum of two nominations required
- B. Member may be nominated for at most 1 position for any given year of AACT NHS membership
- C. One secret ballot per member present
- D. One-minute mandatory speech must be given to the membership by the officer candidate at a regular membership meeting
- E. Election results based on set quorum
- F. Officer shall serve a term of one year in that officer position; may be nominated for other officer position in subsequent year(s) of AACT NHS membership
- G. From time to time, a given officer position may go unfilled for a period of time up to and including one school year

#### **2) Term of Office**

- A. One school year for each/all officer positions
- B. Two term (2 school years) limit for each officer position

#### **3) Officer Removal**

- A. In the event an officer is judged to be deficient in his/her duties (as determined by a majority vote of the Faculty Council and NHS Advisor), he/she may be removed at the discretion of the Faculty Council and Advisor). The NHS Advisor shall oversee the process of removal from office.

### **ARTICLE 7: MEMBERSHIP DISCIPLINE & DISMISSAL**

#### **1) Dismissal from a Meeting**

- A. Displaying any disrespectful behavior or language
- B. Displaying any distracting behavior or language

**2) Dismissal from NHS**

- A. One warning for disrespectful behavior
- B. Second fighting/instigating/antagonistic behavior occurrence may result in dismissal from AACT NHS
- C. Documented harassment of any kind among students or adults, within or outside of AACT NHS
- D. Any derogatory comments or behavior
- E. A written notice will be given and an opportunity for a hearing shall take place for any/all dismissals. If a hearing is held, the final decision shall be made by a majority vote of the Faculty Council. Any/all decisions shall be final.
- F. Resigned or dismissed members may not be eligible for GVHS NHS in the future
- G. There is no refund for membership dues

## **ARTICLE 9: MEETINGS**

**1) Time:** First Wednesday of every month at lunch, as needed

**2) Place:** Room ?

**Frequency:** General Membership 1-2 per month/more during major projects/events  
Officers 1-3 per month/more during major projects/events

**Definition of Quorum:** 51% + (majority) of members present on date of decision

## **ARTICLE 10: FINANCIAL ACTIVITIES**

**1) Budget**

- A. All GVHS NHS funds shall be deposited/paid through the GVHS NHS ASB account
- B. Any/all purchases/funds spent must be approved by GVHS ASB/Leadership
- C. GVHS NHS must be fully self-supporting
- D. Reports shall be given by the treasurer as needed, and shall be made available for inspection by any/all GVHS NHS members at any time
- E. The NHS Advisor will oversee the treasury with the help of the GVHS NHS treasurer officer

**2) Revenue**

**A. Restrictions**

- a. AACT NHS shall abide by any/all rules/regulations as required by administration

**B. Dues**

- a. AACT NHS officers and NHS Advisor will determine/set the yearly dues each year for all members and/or new applicants
- b. Dues amount is not to exceed \$30 (as determined by NHS)

**C. Sale of NHS insignias**

- a. AACT NHS members in good standing may order insignias through the NHS Advisor only. The definition of 'in good standing' may be found within Article 4: Membership and Fees

- b. Seniors in good standing may purchase graduation sashes, cords (whichever they are eligible for), through the NHS Advisor or his/her designee at a cost in addition to the yearly dues.

**D. Fundraising**

- a. The entire chapter will run fundraising events, designed by the treasurer and members, to fund community service projects

**ARTICLE 11: AMENDMENTS**

- 1) Amendment proposals permitted by any AACT NHS member
- 2) Voting will take place during a subsequent meeting following the date of proposal
- 3) Amendments decided by quorum
- 4) These Chapter Bylaws must be reviewed at every year.

**ARTICLE 12:**

These bylaws were presented to the general membership of GVHS NHS at a meeting held on November 1, 2017 where they were reviewed and approved by a majority of the membership.

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President GVHS NHS

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Date

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Vice President GVHS NHS

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Date



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Secretary GVHS NHS

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Date

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Treasurer GVHS NHS

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Date

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Historian GVHS NHS

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Date

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Principal, GVHS

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Date

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NHS Advisor, GVHS

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Date