

Chapter Bylaws
of the
Emily McFadden Chapter
of the
National Honor Society
Adopted: August 17, 2021

ARTICLE I: NAME

The name of this chapter shall be the Emily McFadden Chapter of the National Honor Society of Civic Memorial High School in Bethalto, IL.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Civic Memorial High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain an active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: ELIGIBILITY:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Civic Memorial High School.
- c. **Class of 2025-2027:** To be considered for membership, juniors must have taken at least twelve (12) credits of thirty (30) listed core classes open to students through junior year. Seniors must have taken a minimum of sixteen (16) of the thirty (30) core classes. Core classes are listed at the end of these bylaws.
- d. **Class of 2028 onward:** To be considered for membership, juniors must have taken at least fourteen (14) credits of thirty (30) listed core classes open to students through junior year. Seniors must have taken a minimum of eighteen (18) of the thirty (30) core classes. Core classes are listed at the end of these bylaws.
- e. Eligible candidates must have a **cumulative GPA of at least 3.70.**
- f. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
 - **Service:** Students will need to provide evidence of service activities, which were done for, or on behalf of others, for which no compensation has been given. These can be individual or group service activities.
 - **Leadership:** Students will need to show evidence of leadership positions or other positions of responsibility held in school, the community or in work activities.
 - **Character:** Students are expected to have maintained high standards of character both in and out of school. Issues of character come into question when students break the law, commit a major rule infraction, obtain multiple minor infractions, or carry out academic dishonesty/plagiarism.
 - All eligible candidates with documented school discipline or academic dishonesty/plagiarism are required to write an essay and attach it to their application for admittance explaining what they have learned from the experience, and the steps taken to remediate the issue from occurring again.

Section 4: HONORARY MEMBERSHIP ELIGIBILITY: In accordance with the NHS Constitution, under Article VIII, Section 3, Members of the faculty council shall support the school leader in creating and sustaining a school environment in which each student is known; accepted and valued; trusted and respected; and cared for and encouraged to be an active and responsible member of the school community. As such, the faculty council shall reserve the right to award honorary membership to students who warrant special consideration under PL 114-95—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The faculty council might also award honorary membership to school officials, principals, teachers, NHS advisers, or other adults. A faculty or staff member must petition the faculty council for the honorary membership.

ARTICLE V: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the [candidate information form](#) for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become official members after the official induction ceremony. Attendance at the induction ceremony is mandatory to obtain membership. If a candidate cannot attend, they shall show documentation to the adviser with a valid reason why they will not be in attendance.

Section 5: An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her/their membership upon their request.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her/their membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter shall be \$10.00. Dues are due within 14 days of induction.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor collar at graduation.

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, historian, and public relations officer.

Section 2: Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3: Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: The historian shall compile a record of NHS members and activities that accurately represent the chapter.

Section 9: The public relations officer shall be responsible for the publication of its projects and activities in a positive manner.

Section 10: Officers and the faculty advisor(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Section 11: If an officer of the chapter is not upholding the duties of the office, they will receive a written warning that contains steps for remediation from the faculty advisor(s). If there are continued problems, the faculty council can vote to remove the officer by the recommendation of the chapter adviser. If the officer is removed from office, an election will be held following the established standards as listed in the bylaws at a special meeting arranged by the adviser.

ARTICLE VIII: MEETINGS

Section 1: Regular meetings of this chapter shall be established at the beginning of the year by the chapter adviser and approved by the principal. Special meetings can be called by the president with the approval of the adviser.

Section 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in these projects.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible, and be well planned, organized, and executed.

Section 4: Each member shall have the responsibility for choosing and participating in an individual service project for each year they are a member which reflects his, her or their particular talents and interests and as approved by the chapter adviser. This service project will consist of a minimum of 15 service hours. This is in addition to the chapter projects to which all members contribute.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Emily McFadden chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her/their academic standing and take an active role in service and leadership to his/her/their school and community.

Section 2: If a member's cumulative grade point average falls below a 3.70 GPA, he/she/they will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3: Any member who fails to submit the required 15 volunteer hours by the second Monday in April of their senior year will lose permission to wear the NHS stole during the commencement ceremony. Additionally, the member's NHS status will not be denoted in the graduation program or on the diploma.

Section 4: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Students are expected to maintain high standards of character and comply with all school rules. In addition to the infractions listed above, students should understand the following:

a. Student Discipline and Character:

- Current Members: NHS students who accrue more than 2 disciplinary points may be removed from NHS pending a review and decision from the faculty council.
 - Student Disciplinary Points per the Civic Memorial High School Handbook
 - Lunch or Before/After-school Detention - 1 point each
 - Friday Night School - 2 points each
 - Half-Day (149 minutes or less) or less of ISS - 2 points per day
 - Full-Day ISS (150 minutes or more) - 3 points per day
 - Stop - 4 points per day
 - OSS - 5 points per day

c. Academic Dishonesty/Plagiarism: Students are expected to maintain academic integrity at all times. Members caught cheating or plagiarizing on an assignment, assessment, essay, or project may be removed from NHS pending a review from the faculty council.

d. Students who fall below the set standards upon which they were selected may be considered for but not limited to one of the following:

- Written Warning
- Reeducation Plan
- Extra Service Project
- Suspension of Privileges
- Removal from an Elected Position
- Removal from NHS

Section 5: Current NHS members that fail to comply with the school code of conduct will receive a written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal. Major infractions of the school code of conduct may go before the faculty council per the recommendation of the chapter adviser and principal.

Section 6: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 7: In all cases of pending dismissal:

a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.

b. The member has the **right** to respond to the charge(s) against him/her/them at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her/their defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.

c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 8: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on August 17, 2021

Allie Lively / President

Ally Halstead / Secretary

Suze Gibson / Adviser

Justin Newell / Principal

National Honor Society Qualification Form Class of 2025-2027

To be considered for membership, juniors must have taken at least twelve (12) credits of the following thirty (30) listed core courses open to students through junior year. Seniors must have taken a minimum of sixteen (16) of the thirty (30) core classes.

Student Name			Grad Year		
English	S1 Credits	S2 Credits	Foreign Lang.	S1 Credits	S2 Credits
English 1-H			Spanish 1		
English 2-H			Spanish 2		
English 3-H			LC Span.3		
English 131			LC Span. 4		
Mathematics	S1 Credits	S2 Credits	Science	S1 Credits	S2 Credits
Algebra 1			Biology		
College Alg.			Bio 1-H		
LC Algebra			Bio 2-H		
Algebra II			Chemistry I		
Algebra II-H			Chemistry II		
Geometry			Physics		
Geometry-H					
Pre-Calculus			Social Studies	S1 Credits	S2 Credits
Calculus			LC US History		
Statistics			LC Psychology		
Fine Arts	S1 Credits	S2 Credits	LC History 141		

LC Music Appreciation					
Credits By Semester					
Total Credits					
Meets Core Class Requirements: YES/NO					

National Honor Society Qualification Form Class of 2028					
To be considered for membership, juniors must have taken at least fourteen (14) credits of the following thirty (30) listed core courses open to students through junior year. Seniors must have taken a minimum of eighteen (18) of the thirty (30) core classes.					
Student Name			Grad Year		
English	S1 Credits	S2 Credits	Foreign Lang.	S1 Credits	S2 Credits
English 1-H			Spanish 1		
English 2-H			Spanish 2		
English 3-H			LC Span.3		
English 131			LC Span. 4		
Mathematics	S1 Credits	S2 Credits	Science	S1 Credits	S2 Credits
Algebra 1			Biology		
College Alg.			Bio 1-H		
LC Algebra			Bio 2-H		
Algebra II			Chemistry I		
Algebra II-H			Chemistry II		
Geometry			Physics		

Geometry-H					
Pre-Calculus			Social Studies	S1 Credits	S2 Credits
Calculus			LC US History		
Statistics			LC Psychology		
Fine Arts	S1 Credits	S2 Credits	LC History 141		
LC Music Appreciation					
Credits By Semester					
Total Credits					
Meets Core Class Requirements: YES/NO					