**Tourtellotte Chapter**

**of the National Honor Society**

**By Laws**

Article I: General purpose of the group

Article II: Definition of membership for the group

Article III: Establishment of the time, methods, and procedures for the induction of members

Article IV: Faculty council and advisor(s)

Article V: Frequency of meetings and provisions for special sessions

Article VI: Election of officers

Article VII: The duties and responsibilities of the officers

Article VIII: Method and procedure for ratification of the by laws

Revised Feb 2023

**Article I: General purpose of the group**

The purpose of the Tourtellotte Chapter of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Tourtellotte Memorial High School.

**Article II: Definition of membership for the group**

*Section 1:*

In order for one to obtain membership into the Tourtellotte Chapter of the National Honor Society, they must demonstrate excellence in the areas of scholarship, leadership, service, and character. A weighted grade average of 90 is required for membership. Since leadership, service, and character cannot be quantified in the manner that scholarship may be, the prerequisite of holding a grade average of 90 will be strictly adhered to by the Faculty Council.

Members of the junior class must possess a cumulative average of 90 in their first five semesters at Tourtellotte Memorial High School. Members of the sophomore class must possess a cumulative average of 90 in their first three semesters at Tourtellotte Memorial High School.

Membership is not based solely on scholarship. Potential members must also exhibit exceptional qualities of leadership, service, and character. If a candidate for membership does not meet all four requirements for membership, the faculty council is encouraged to deny this student membership into the Tourtellotte Chapter of the National Honor Society.

*Section 2:*

Once membership is awarded to a student, it becomes the responsibility of the student to continue to demonstrate excellence in scholarship, leadership, service, and character. Members must exhibit conduct becoming of a member of the National Honor Society at all times–both inside and outside of school. Actions unbecoming of a National Honor Society member that transpire outside of school may be reported in the form of a written complaint to the faculty advisor(s), who will then further investigate the allegations. If a member of the Tourtellotte Memorial High School administration or faculty believes that a student is not displaying appropriate scholarship, leadership, service, and/or character, the member of the faculty or administration may file a written complaint to the chapter advisor(s), who will then further investigate the allegations. If the chapter advisor(s) support the allegations in the written complaint, the complaint will then be forwarded to all members of the faculty council, who, if deemed necessary, will determine the consequences. This may include the termination of membership in the National Honor Society.

*Section 3:*

At the conclusion of each quarter, the advisor(s) will review the grades of the members to confirm that all scholarship requirements are maintained. All members will provide the advisor(s) with a copy of their report card each quarter. Additionally, members will allow the advisor(s) to access their GPAs throughout their involvement in the National Honor Society. Any discrepancies will be investigated by the advisor(s), who must notify and counsel the student whose grades fall below the standard. Cheating/plagiarism as defined by the TMHS handbook will not be tolerated and could result in consideration for dismissal.

A weighted grade average of 90 is required for membership, with no individual quarter grade below a 70.

*Section 4:*

At the end of the year, it is the responsibility of each member to have completed the required 50 hours of service (only up to 25 hours can come from summer work). If a junior has not met this requirement they will be on probation and will be responsible for making up those hours in September of the next school year in addition to that year’s hours. If a senior has not met this requirement they will not graduate wearing the yellow cord. Additionally, each member must complete a minimum of 5 hours of service per quarter toward their final total. An exception to this is if a student has completed all 50 hours. Hours can be submitted in ½ hour increments.

*Section 5:*

Active members will participate in mandatory events which include parent-teacher conferences, after school fundraising events, and other events that the advisor(s)/executive board deem applicable. When applicable, hours earned for these events will be determined by advisors.

*Section 6:*

Students can be put on probation for failure to meet grade requirements or due to a written complaint. A student on probation will continue to attend meetings and participate in activities, but will not be able to vote. Terms of probation may vary from case to case.

Failure to meet the grade requirements will lead to probation. At the end of the next quarter if the grade is not improved, further action will be considered by the faculty council, who may issue an appropriate consequence, such as consideration for dismissal.

Cheating/plagiarism as defined by the TMHS handbook will not be tolerated and could result in consideration for dismissal.

If a junior has not met their service hours requirement, then they will be on probation and will be responsible for making up those hours in September of the next school year in addition to that year’s hours. If a senior has not met this requirement they will not graduate wearing the yellow cord.

Two or more unexcused absences per quarter will lead to probation. Two tardies is equal to one unexcused absence.

If a written complaint is submitted to the chapter advisor(s), they will investigate the allegations. If the chapter advisor(s) support the allegations in the written complaint, the complaint will then be forwarded to all members of the faculty council, who, if deemed necessary, will determine the consequences, such as probation or dismissal.

*Section 7:*

If an active member resigns or is dismissed, the member’s NHS membership materials shall be returned to the chapter advisor(s). If they are unable to furnish their membership card, pin and certificate they will be required to pay $10.00 to cover the cost of the materials. Members who are dismissed or resign are no longer eligible for membership or its benefits.

*Section 8:*

If a member that is dismissed from the Tourtellotte Chapter of the National Honor Society also serves as an officer, the office will automatically be forfeited.

*Section 9:*

A member has the right to be present at any proceeding(s) by the faculty council that may lead to the termination of their membership or any other consequence(s). The member may choose to bring their parent or guardian to the meeting. At this time, the member may present their case to the faculty council.

*Section 10:*

All disciplinary procedures shall be executed with the utmost confidentiality and according to the National Honor Society National Constitution.

*Section 11:*

Members of the National Honor Society who transfer to Tourtellotte Memorial High School shall be automatically accepted into the Tourtellotte Chapter of the National Honor Society. After their initial acceptance, they must meet the requirements for membership set forth in this document.

*Section 12:*

In the event that fundraising does not cover the cost of national NHS membership dues, the balance will be divided amongst the current members evenly.

*Section 13:*

If a member does not participate in the fundraising activity designated for dues allotment but wants to participate in the activity, it is the member’s responsibility to pay the amount raised per person at the event to cover the dues balance.

**Article III: Establishment of the time, methods, and procedures for the induction of members**

*Section 1:*

Each spring, before the election of officers for the next school year occurs, there shall be an induction ceremony to officially award membership to those students who have:

* Met the criteria set forth in this document
* Been approved by the faculty council
* Agreed to all of the requirements, expectations, and stipulations of the Tourtellotte Chapter of the National Honor Society

*Section 2:*

The induction ceremony shall be organized and executed primarily by those members of the Tourtellotte Chapter of the National Honor Society who are members of the senior class, along with the guidance of the chapter advisor(s). Candidates for membership must be present at the induction ceremony to be awarded membership unless extenuating circumstances prevail, in which case the circumstances must be communicated to the chapter advisor(s).

**Article IV: Faculty council and advisor(s)**

*Section 1:*

The faculty council shall consist of five members of the faculty appointed by the principal. The principal and assistant principal may not be members of the faculty council. The chapter advisor(s) shall be a member of the faculty council; however, the chapter advisor(s) has no vote in the business of the faculty council.

*Section 2:*

The chapter advisor(s) must be appointed by the principal. Chapter advisor(s) hold the office in good behavior, and must be able to uphold the National Constitution of the National Honor Society, any and all Constitutions at the state level, and the by laws of the Tourtellotte Chapter of the National Honor Society.

**Article V: Frequency of meetings and provisions for special sessions**

*Section 1:*

Meetings shall be scheduled at regular intervals at the beginning of each school year.

*Section 2:*

The meetings shall be conducted by the chapter president, and the corresponding secretary will provide an agenda to all members and advisor(s) at the meeting. The chapter advisor(s) and the chapter president reserve the right to hold an emergency meeting whenever they deem that it is necessary.

*Section 3:*

All members shall attend all meetings, unless extenuating circumstances prevail. The reason for a member’s absence from a meeting or any chapter function shall be communicated to the chapter advisor(s), or to the chapter president. Two or more unexcused absences per quarter will lead to probation. Two tardies is equal to one unexcused absence. Meetings will start at 2:15pm unless otherwise determined by the executive board.

**Article VI: Election of officers**

*Section 1:*

Officers of the Tourtellotte Chapter of the National Honor Society will be elected at a scheduled meeting after the annual induction ceremony. Members of the junior class may not serve as president, vice president or recording secretary unless there are not enough seniors to serve in these positions. A minimum of two-thirds of the membership must be present for the election of officers to take place. A vote will take place by secret ballot. The winners must receive a majority of the votes to hold office. If a member runs unopposed, they will automatically hold the position. Each member may only hold one office.

*Section 2:*

In the event that an office is vacant, an emergency session must be called immediately by the chapter advisor(s) to fill the vacancy. This election will follow the aforementioned procedures and requirements.

*Section 3:*

An officer has the right to resign from their office at any time without surrendering their membership in the Tourtellotte Chapter of the National Honor Society. This resignation must be given in writing to the chapter advisor(s).

**Article VII: The duties and responsibilities of the officers**

*Section 1:*

A) It is the duty of the chapter president to preside over meetings in the manner they deems appropriate and to maintain strong and consistent communication with their chapter advisor(s), their chapter officers, and their fellow members.

B) The chapter president appoints any committees that they and the chapter advisor(s) deem necessary. The chapter president shall serve on any and all committees of the Tourtellotte Chapter of the National Honor Society. The president serves as the chairperson/co-chairperson on all committees; however, they shall vote in committees solely in the event of a tie.

C) The chapter president shall represent the Tourtellotte Chapter of the National Honor Society at functions as directed by the chapter advisor(s) and/or the membership.

D) The chapter president shall exemplify all that the National Honor Society stands for, and shall behave as a role model inside and outside of school–for not only the students of Tourtellotte High School, but for the members of the Tourtellotte Chapter of the National Honor Society.

E) The chapter president holds the office for the duration of their senior year.

*Section 2:*

A) It is the duty of the chapter vice president to assist the chapter president whenever the president requires assistance.

B) The chapter vice president must maintain strong and consistent communications with the chapter advisor(s) and their fellow members.

C) The chapter vice president assumes all responsibilities of the absent officer(s).

D) The chapter vice president holds the office for the duration of their senior year.

*Section 3:*

A) It is the duty of the chapter treasurer to accurately account for all the monies used throughout the school year with the utmost integrity.

B) The chapter treasurer accounts for all the financial business of the Tourtellotte Chapter of the National Honor Society that the chapter advisor(s) and/or chapter president assigns to him/her

C) The chapter treasurer must be able to make informed decisions and suggestions regarding the treasury and be able to make educated projections of the future of the treasury and the fiscal health of the Tourtellotte Chapter of the National Honor Society.

D) The chapter treasurer holds the office for the duration of one school year. If the chapter treasurer is a member of the junior class, they may run for re-election and hold the office for a second term. Alternatively, the chapter treasurer who is a member of the junior class may be elected to a different office for their senior year.

*Section 4:*

A) It is the duty of the chapter recording secretary to keep detailed and accurate records of the service that members of the Tourtellotte Chapter of the National Honor Society have performed.

B) The chapter recording secretary must be present at meetings to take detailed and accurate minutes.

C) The chapter recording secretary must maintain strong and consistent communication with the chapter advisor(s) and their fellow members.

D) The chapter recording secretary holds the office for the duration of their senior year.

*Section 5:*

A) It is the duty of the chapter corresponding secretary to execute all matters of correspondence pertaining to advisors, officers, and members of the Tourtellotte Chapter of the National Honor Society.

B) The chapter corresponding secretary shall manage correspondence between the Tourtellotte Chapter of the National Honor Society and outside parties that have business with the Tourtellotte Chapter of the National Honor Society.

C) The chapter corresponding secretary holds the office for one year. If the chapter corresponding secretary is a member of the junior class, they may run for re-election and hold the office for a second term. Alternatively, a chapter corresponding secretary who is a member of the junior class may be elected to a different office for their senior year.

D) The corresponding secretary will create the agenda for the meetings.

**Article VIII: Method and procedure for ratification of the by laws**

By laws must be approved by two-thirds of the membership, and by four-fifths of the chapter officers. By laws must be approved by two-thirds of the faculty council, and must be approved by the principal in order to take effect. Once approved by the aforementioned entities, the by laws are immediately the by laws of the Tourtellotte Chapter of the National Honor Society.