



BERKLEY HIGH SCHOOL

2325 Catalpa, Berkley, MI 48072
p. 248-837-8100 f. 248-544-5860

www.berkleyschools.org/bhs



Chapter Bylaws
of the
Berkley High School Chapter
of the
National Honor Society
Adopted: 01.31.24

ARTICLE I: NAME

The name of this chapter shall be the Berkley High School Chapter of the National Honor Society of Berkley High School.

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 Berkley 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 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 administration.

Section 3. Final authority on all activities and decisions of the chapter resides with the administration.

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, gender identity, sexual orientation, socio-economic status, 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 and alumni. Active members become alumni members at graduation. Alumni 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 sophomore and junior 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 Berkley High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative weighted grade point average of 3.5 (3.4 *unweighted*) on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

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 no less than five faculty members appointed by the administration or NHS chapter advisor(s). The chapter adviser shall be the final, 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 Berkley High School National Honor Society Application, including the required essay for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the BHS Staff Recommendation for NHS Candidate.
- d. The faculty council shall review the candidate application with required essay, faculty recommendations, and other relevant information to determine those who fully meet the selection criteria for membership.
- e. Candidates not selected for membership shall be given the opportunity to appeal and resubmit application materials for membership consideration, per the candidate application timeline.

Section 4. Candidates become members when inducted at a special ceremony in May.

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 their membership.

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 their membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20.00 and includes an official NHS t-shirt and graduation regalia. Dues will be payable to the chapter within 30 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 (completed yearly 27 hour service requirement) shall be granted the privilege of wearing the honor cords at graduation.

- a. Senior members in good standing will receive honor cords at the chapter induction ceremony in May.
- b. Senior members in good standing who do not wish to participate in the induction ceremony, will receive their honor cords from the chapter adviser(s) during the school day.

Section 5. Chapter members are required to attend 3 chapter meetings per semester. Each chapter meeting shall count for 0.5 hour of service.

Section 6. Chapter members shall complete 13.5 hours of service per semester. See Article IX, Section 3 for definition of service. Special consideration for inability to meet service hour requirements may be granted by chapter adviser(s).

Section 7. Chapter members shall serve on committees and participate in committee service projects. See Article IX.

Section 8. Service hours shall be recorded by chapter members in a digital service hour tracking application approved by the adviser(s). All chapter members shall be provided with a digital service hour tracking account following chapter induction in May.

Section 9. All chapter members shall submit a photo of themselves performing the service to confirm validity of service hours, including their attendance at chapter meetings.

- a. Special consideration surrounding photographic evidence will be given to chapter members due to religious and/or confidentiality concerns.
- b. The treasurer and chapter adviser(s) shall review all chapter members service hour submissions in a digital service hour tracking account and reserve the right to further verify and/or deny questionable service hour submissions.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be nominated at the February general meeting and elected at the March general meeting of each school year. Any active member can nominate an eligible member as a candidate for office and must be seconded by another active member. All returning members in good standing with the chapter are eligible to run for a position as an officer. Nominees will participate in a pre-screening interview with advisers.

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. The president shall be responsible for all official correspondence. The president shall also preside at the meetings of committee leaders and work with committee leaders to ensure completion of service projects. The president shall enter new service opportunities in a digital service hour tracking account , digital service hour tracking application.

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. The vice president shall also send reminders to chapter members about meetings and service opportunities. The vice president shall send reminders to committee leaders about meetings and maintaining committee service project records.

Section 6. The **secretary** shall keep the minutes and attendance records for chapter meetings. The secretary shall also prepare agendas for chapter meetings and make the agendas available for all chapter members. The secretary shall also keep the minutes, attendance records, and prepare agendas for committee leader meetings.

Section 7. The **treasurer** shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer shall review chapter members' service hours, in that they are accurate and meet definition of service, in a digital service hour tracking account .

Section 8. If an officer is not fulfilling the responsibilities outlined above, they may be placed on probation by the chapter adviser or removed from their position (not their membership) by the faculty council.

Section 9: If the president position is vacated, the vice president becomes the president. If the vice president, secretary, or treasurer is removed or vacated from their position, a special election will be held at the next chapter meeting to determine a replacement.

Section 10. Officers and the faculty adviser(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.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly on the third Thursday. Special meetings can be called by the president with 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, but are required to attend 3 chapter meetings per semester. Each chapter meeting shall count for 0.5 hour of service, provided chapter members submit valid photo evidence in a digital service hour tracking account (see Article VI).

ARTICLE IX: ACTIVITIES

Section 1. The chapter will consist of various committees who shall each determine one or more service projects for each year.

Section 2. All members shall participate in these committee service projects. These service projects shall count toward the chapter-required service hours (27 hours per year, 13.5 per semester).

Section 3. These committee 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: Chapter members will be placed into committees by chapter adviser(s) following the chapter induction in May. Chapter members will indicate their committee preference prior to placement. Chapter adviser(s) will try to honor preferences while keeping composition of committees balanced.

Section 5: Each committee will have two committee leaders, selected by chapter officers and adviser(s).

- a. Chapter members will indicate their interest in serving as committee leaders following the chapter induction in May.
- b. Committee leaders may serve for one school year, and up to two school years. They must indicate interest each school year following the chapter induction.

Section 6. Each member shall have the responsibility for choosing and participating in individual service opportunities. This is in addition to the committee projects to which all members contribute. The individual service opportunities must meet the following criteria of service as outlined in Article IX, Section 3. These individual service hours count toward the chapter-required service hours (27 hours per year, 13.5 per semester).

Section 7. 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 Berkley High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and take an active role in service and leadership to their school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when they were selected 3.5 weighted (3.4 unweighted) cumulative grade point average, 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. Violations of the law or school regulations *may* result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, bullying and threats to school/students, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. 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 5. 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 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 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 administration for review, and then stated in a letter sent to the student and parents/guardians. Dismissed members must surrender any membership emblems to the adviser.

- d. The faculty council's decision may be appealed to the building administration 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 6. 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.

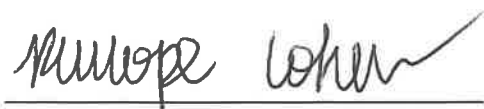
Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

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.

Approved on **03/7/24**

Signatures/Names of the Chapter President, Secretary, Adviser, and Principal.



Penelope Cohen, President



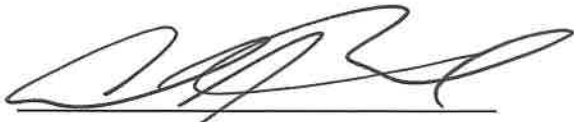
Audra Bergman, Secretary



Emma Farr, Adviser



Christina Belsky, Adviser



Andrew Meloche, Principal