

**National Honor Society
By-Laws
Last Revised May 2018**

Article I: Name

Section I: The name for the organization shall be National Honor Society of Fernandina Beach High School.

Article II: Objective

Section I: To have an organization that will recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

Section II: To maintain the ideals of scholarship, character, service, and leadership.

Section III: Membership in this honor society requires adherence to a higher standard of scholarship, character, service, and leadership.

Article III: Induction of New Members and Officers

Section I: Induction of new members will be held at the beginning of a new school year (fall) and after the second semester (spring).

Section II: All inductees must have a cumulative 4.000 weighted GPA and a 3.500 unweighted GPA. There is no rounding up of GPAs. Inductees must also meet the criteria of character, leadership, and service.

Section III: New officers will be inducted at the end of each school year.

Article IV: Officers

Section I: NHS executive board is comprised of six current members of NHS. The six positions include: president, vice-president, recording secretary, corresponding secretary, historian/treasurer, and sergeant at arms.

Section II: All officers must be inducted as an upcoming senior.

Section III: All actions taken by the club or its officers are subject to the approval of the principal at Fernandina Beach High School, or the principal's designee.

Section IV: Officer Duties

- President: Duties include conducting meetings, planning community service activities, and overseeing the delegation of officer responsibilities.
- Vice-President: Duties include conducting fundraising activities, conducting meetings in the absence of the president, and planning school service activities.
- Recording Secretary: Duties include maintaining an accurate accounting of all members' participation in required community service and school service activities and attendance at club meetings and events. The secretary shall co-chair the honor/discipline court.
- Corresponding Secretary: Duties include maintaining correspondence with all members of NHS. The corresponding secretary shall maintain the NHS Edline web page. The corresponding secretary shall co-chair the honor/discipline court.
- Historian/Treasurer: Duties include maintaining minutes at club and executive board meetings, documenting club activities, issuing receipts and working with the FBHS bookkeeper to keep an accurate accounting of NHS funds.
- Sergeant at Arms: Duties include keeping order at all club meetings and activities. The sergeant at arms shall chair the leadership committee.

Section V: In the event that an officer does not perform his/her duties satisfactorily, then the advisor/sponsor reserves the right to remove the officer. A special election will be held to replace the position.

Section VI: Executive board meetings are held at a day and time selected by each new class of officers.

Article V: Election of Officers and Voting Procedures

Section I: All voting will be conducted at monthly meetings.

Section II: A 50% quorum +1 must be reached for voting to occur. A member must be present to vote.

Section III: A member may only vote once on an issue.

Section IV: New NHS officers will be elected at the end of the spring semester and serve the following school year.

Section V: All voting will pass by simple majority vote including election of officers.

Section VI: If a candidate for office does not receive a majority vote, a run-off election between the two candidates receiving the most votes will be held.

Section VII: Graduating seniors may vote in the election process.

Section VIII: Voting Procedures for Election of Officers

1. President presides over voting procedures.
2. Outgoing officers explain duties of their office.
3. President takes nominations for candidates that desire to run for office.
4. Nominations must be approved and seconded to be placed on the ballot.
5. President will call for a secret ballot for each office.
6. Ballots will be counted and new officers announced by close of the meeting.

Section IX: Voice Voting Procedures for Regular Meetings

1. President presides over voting procedures and announces issues.
2. A member must motion for approval of an issue. If any member has a question regarding an issue, they must voice their concern/question before a motion to second approval is made.
3. A member must second a motion for approval.
4. Voice voting will occur by saying "yes" or "no".

Article VI: Meetings, Attendance, and Participation

Section I: NHS meetings will be held on the 1st and 3rd Thursdays before school.

Section II: Attendance begins at 8:25am. Meeting is called to order by 8:30am. Any members arriving after 8:30 am will be considered late.

Section III: Special meetings will be announced in advance.

Section IV: There must be a 50% +1 quorum to conduct a regularly scheduled meeting.

Section V: The president is the presiding officer at all meetings. If the president is absent, the vice-president is the presiding officer.

Section VI: Agendas will be made available on-line to all members. Each agenda contains old and new business.

Section VII: Old business is read and motion must be made to approve old business. Motion to second approval made before old business is approved. If any member has a question regarding old business, they must voice their concern/question before a motion to second approval is made.

Section VIII: Announcements concerning club and upcoming events are made by the presiding officer and/or sponsor.

Section IX: Presiding officer will announce any new business. Member may discuss new business before a first and second motion is made for approval. New business may be tabled for more information and revisited at next scheduled meeting.

Section X: Presiding officer will adjourn meeting.

Article VII: Disciplinary Actions for Attendance and Participation

Section I: A point system will be used to determine satisfactory attendance and participation.

Section II: Attendance at each meeting is worth 10 points. Members arriving late will receive only 5 points.

Section III: Weekly volunteer activities (see Article X) are worth 5 points each.

Section IV: Additional volunteer service opportunities (see Article X) will be available throughout the year. The point value for each event will be listed on event sign-up sheets.

Section V: Lack of participation or respect during a meeting or community service event will result in dismissal from the meeting or event. The dismissal will result in 0 points awarded for the meeting or event. Repeated offensive behavior during a meeting or event may result in a referral to the dean's office or membership termination.

Section VI: Members must accumulate 300 points each year to maintain their status as a member in good standing. Members inducted in the spring will be given a starting balance of 150 points.

Section VII: Members will receive a written notice at the end of each quarter if they are short of the quarterly point target

End of the 1 st quarter	50 points
End of the 2 nd quarter	140 points
End of the 3 rd quarter	225 points
End of the year	300 points

Section VIII: Failure to accumulate the required number of points by the end of the school year may result in dismissal from NHS.

Section IX: Graduating seniors failing to accumulate the required number of points may not be allowed to wear the NHS stole during the graduation ceremony.

Section X: Members who fail to accumulate the required number of points will be considered individually by the NHS officers to determine if an exception will be granted. Exceptions can be granted for a variety of reasons such as extended illnesses.

Article VIII: Disciplinary Action for Non-Maintenance of GPA Requirement

Section I: If a member fails to maintain one or both GPA requirements for membership, that member shall be placed on probation and have one semester to restore their GPA to the required levels. The member will receive a letter informing them of their probationary status.

Section II: If a member's GPA is **not** restored following the set time period, their membership shall be terminated. The member will receive a letter informing them of their membership termination.

Article IX: Disciplinary Actions for Honor Code or Discipline Violations and the NHS Honor/Discipline Court

Section I: An honor/discipline code violation will result in disciplinary action heard and presided over by an honor court. The honor court will be comprised of the six NHS officers and three current members of the club.

Section II: The honor/discipline court will be convened as needed. At least eight out of the nine honor court members must be present for a disciplinary hearing. Sixty percent of those present must concur to deliver a punishment.

Section III: The honor/discipline court will preside over all honor/discipline code violations. A member may appeal the honor court's decision to the NHS Faculty Council.

Section IV: Honor/discipline code infractions include any violations of the FBHS honor code signed by NHS member and their parent, any disciplinary infraction that results in an in-school or out-of-school suspension, and any violation of the Nassau County School Board drug or alcohol policy.

Section V: Members with alleged honor/discipline code violations will be given due process as outlined in Nassau County's due process procedures.

Section VI: A teacher, dean, or administrator will present the alleged honor code violation to the Honor/Discipline Court.

Article X: Expectations for Participation in Community and School Service

Section I: Each year, NHS officers will establish a list of available weekly community service projects such as NHS peer tutoring, classroom assistance at Southside or Emma Love Schools, Boys and Girls Club, and Atlantic Recreation Center. All members are required to participate in one of these projects.

Section II: All members are required to participate in at least three additional school or community service events. These volunteer opportunities will be made available to all members throughout the school year.

Section III: A point value (see Article XII) for each event will be listed on the event signup sheet. If a member misses a school or community service event, no points will be awarded.

Article XI: Attendance

Section I: NHS member should lead by example in the area of attendance. This includes turning in notes within five days of all absences as stated in school policies. Members who accumulate more than five unexcused absences in a semester for any class will be dismissed from NHS. Multiple notes submitted in conjunction with attendance appeals will not be accepted (they are untimely and do not follow the school policy). Members may appeal their dismissal to the faculty council.

Article XII: Dues

Section I: Members of NHS will pay \$10.00 annually for dues.

Section II: All dues must be paid by October 15th (March 15th for spring inductees).

Section III: Failure to pay dues will result in membership termination.

Section IV: Members will be notified by the treasurer if they are delinquent in paying their dues.

Article XIII: Discrimination

Section I: Discrimination on the basis of race, age, religion, national origin, sex, handicap, or marital status, against a student or employee in the state system of public education is prohibited. No person in the state shall, on the basis of race, age, religion, nationality, sex, handicap, or marital status be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any education program or activity or employment conditions or practices, conducted by a public educational institution that receives the benefits from federal or state

financial assistance.