

**Lawrence E. Elkins High School
National Honor Society
By-Laws**

Updated September 2024

**ARTICLE I
Candidate Eligibility**

Section 1. To be eligible for membership, the candidate shall exemplify leadership, scholarship, character, and service within Elkins High School and the community.

Section 2. The candidate shall be enrolled as a member of the junior or senior class at Elkins High School.

Section 3. The candidate shall have a record of regular attendance in high school. Upon induction, per the Constitution of the National Honor Society, a junior candidate must have been in attendance at Elkins High School for one semester and within a school in the Fort Bend Independent School District for one year. Upon induction, per the Constitution of the National Honor Society, a senior candidate must have been in attendance at Elkins High School for one semester and one year in FBISD.

Section 4. Prior to each academic school year, per the Constitution of the National Honor Society, the candidate must have an 85 average on the 100-point scale.

Section 5. Any conduct which warrants suspension from school, placement in an alternative school, or flagrant violation of school rules or civil laws shall deny the candidate's eligibility.

ARTICLE II

Selection of Members

Section 1. The candidates for membership shall be selected from a list compiled by the data entry clerk of all students deemed eligible in accordance with Article I.

Section 2. Within two weeks of the official announcement and posting of the list, there shall be a meeting for the candidates. Each candidate shall receive a brief verbal description of the organization and a letter advising them of the application procedure & the requirements for NHS membership.

Section 3. Simultaneously, the teachers of Elkins High School shall notify the National Honor Society sponsor(s) of any candidate whose eligibility is questionable. To aid in evaluating the character of each candidate, discipline records are also reviewed.

Section 4. The Faculty Council of Elkins High School shall review the application and discipline record of each candidate. The Faculty Council shall then determine acceptance into the National Honor Society by majority vote. The vote of the Faculty Council shall remain private, and the decision shall be deemed final.

Section 5. The newly selected members shall remain at probationary status until verification of grade point average and review of service hours. Probationary members who meet NHS requirements shall attain active member status upon induction. Failure to meet these requirements will lead to dismissal.

ARTICLE III

Active Membership

Section 1. Active membership in the Elkins High School National Honor Society shall begin after a candidate's induction.

Section 2. The obligations of each member is as follows:

1. Attendance at scheduled meetings
2. Payment of annual dues
3. Participation in semester group service event(s)
4. Performing a specific number of service hours/projects
5. Maintaining the required GPA

Section 3. Any member not meeting the obligations as described in Section 2, shall undergo the procedure for probation and dismissal.

Section 4. Members with good standing receive the privilege of wearing the official National Honor Society stole upon graduation of high school. In addition, members with good standing have the privilege of voting as deemed necessary for the good of the chapter.

ARTICLE IV

Probationary Membership

Section 1. Probationary membership status shall be defined as follows:

1. A member who has been approved by the faculty council and meets the NHS requirements to be inducted.
2. An inducted member who attained active status but due to inadequate performance or conduct.
3. Has been placed on probation.

Section 2. The obligations of a probationary member are as follows:

1. Attendance at scheduled meetings
2. Payment of annual dues
3. Participation in semester group service event(s)
4. Performing a specific number of service hours/projects
5. Maintaining the required GPA

Section 3. A probationary member may consider himself/herself a member of the National Honor Society for all official documents, college applications, scholarship applications, senior pictures, etc.

Section 4. A probationary member does NOT have the privilege of voting. If a member is on probation upon graduation of high school, he or she may NOT wear the official National Honor Society collar at the graduation ceremony.

Section 5. To re-acquire a status of active member of good standing, members placed on probation must show improvement and correction in the area that was deemed unsatisfactory within a certain time period. The faculty council shall determine the standards of improvement and correction as well as the time period. Failure to meet these standards will result in grounds for dismissal.

ARTICLE V

Discipline and Dismissal

Section 1. Demerits

1. Missed meeting.
2. Late arrival or early departure without prior approval from a sponsor.
3. Falsifying attendance or community service documents
4. Missing deadlines for required submissions of service hours
5. Behavior that does not exhibit the four tenets: Scholarship, Service, Leadership, Character

A notice of a demerit warns you that you are not maintaining the standard(s) that originally qualified you for membership. After receiving a notice of demerit, a member/probationary member has two business days to contest demerit in writing to a sponsor: an electronic message or hand-delivered contestation is required. Failure to challenge the accuracy of the demerit within two business days forfeits the right to challenge its validity, and the demerit stands.

- 1st Demerit – Written warning
- 2nd Demerit – Member on probation until completion of two additional hours of community service by a specified date. If the member fails to complete the task, it is possible to receive another demerit, which is grounds for dismissal.
- 3rd Demerit – Grounds for dismissal

Section 2. Dismissal

Grounds for dismissal shall include improper maintenance of grade point average, failure to meet standards that were the basis for selection, or any flagrant violation of school rules or civil laws, in addition, if a student receives three (3) demerits/SACs, he/she will be dismissed.

Section 3. Dismissal Procedures

A sponsor will notify the member of his/her pending dismissal in writing, and the sponsor will present The Faculty Council with documentation of the member's infractions. The council shall determine if the degree of the offense/s is/are grounds for dismissal. If the faculty council recommends/approves the dismissal, the member has a right to appeal their decision. Member must submit a written appeal to a sponsor within seven (7) business days of receipt of the notification of the council's decision to proceed with the dismissal; member must schedule an appointment for his/her hearing. The member will present his/her case to the faculty council during the hearing. Parents may attend to support, but parents may not speak.

Section 4. Proper notification of the offense and hearing shall be given to the parents, principal, and the counselor.

Section 5. The member will be notified of the time and place of the hearing and shall be given reasonable time to present his or her case.

Section 6. Should the faculty council rule unfavorably, the student may appeal the ruling by notifying the sponsor in writing that he/she is requesting a meeting with the principal. The student, parents, and counselor will receive notification of pending procedures. At an agreed upon time, the dismissed student, the principal, and the sponsor will meet so the student can present his/her case to the principal. The sponsor will share previous proceedings with the principal.

Section 7. Should the rulings of the faculty council remain intact, dismissal shall be deemed final, and the student shall surrender his or her NHS collar/stole and membership card to the chapter adviser. The student's name shall be removed from the membership list of NHS for all purposes and inquiries thereafter.

Section 8. Members who are dismissed are never to again eligible for membership or its benefits, per the Constitution of the National Honor Society.

ARTICLE VI

Meetings

Section 1. National Honor Society meetings shall have a set time, place, and frequency. Meetings shall be at least monthly. The Executive Committee shall plan the agendas for the meetings.

Section 2. Emergency meetings may be called by the Executive Committee. Attendance at emergency meetings is mandatory.

Section 3. The frequency of NHS meetings may be altered by an amendment to these by-laws.

ARTICLE VII

Induction

Section 1. The induction ceremony shall occur by February or March of the academic school year and shall induct probationary members who have completed the application requirements, NHS requirements of service and grade point average.

Section 2. The NHS adviser and class officers organize the ceremony. This includes planning of the reception, the gathering of materials, the scheduling of time, the invitation of speakers, etc.

Section 3. A report of the expenses of the induction ceremony shall be presented to the NHS adviser and class officers.

ARTICLE VIII

Officers, Elections, and Designations

Section 1. There shall be four officers:

1. President
2. Vice-President
3. Secretary
4. Historian

Section 2. Nominations for office shall begin at the first meeting in April. Self-nominations are valid. Every nomination requires a second. The nominee must be a member of good standing who will be a senior in the next academic school year.

Section 3. Elections shall be held at the first meeting in May. Each candidate will be asked to give a brief a speech. The candidate who receives the most votes for the office shall be elected for the office if the adviser deems suitable.

Section 4. The officer-elect shall work as an assistant to the officer holding the position until the close of the academic school year.

Section 5. The president shall preside over the meetings and officer meetings.

Section 6. The vice-president assumes the role of president in the president's absence. In addition, the vice-president oversees service projects, publicity, and announcements.

Section 7. The secretary takes minutes of the meetings, create and print attendance documents, takes notes at officer meetings.

Section 8. The historian keeps order during the meetings, calls the meeting to order, and oversees the official NHS scrapbook.

Section 9. Officers shall attend mandatory meetings to plan the agenda for upcoming events.

ARTICLE IX

Spending of Funds

Section 1. No transaction of NHS funds shall occur without the adviser's consent.

Section 2. A budget shall be established by the adviser to outline revenues and expenditures. The budget shall be made know to the members of the National Honor Society, as needed.

ARTICLE X

Amending and Ratifying the By-Laws

Section 1. These by-laws shall be ratified by a majority of the members present. A quorum of fifty percent of the active members must be present to vote on the by-laws and for the by-laws to take effect.

Section 2. To propose an amendment to the by-laws, the amendment must reach the adviser for discussion during an officer's meeting. The proposed amendment must be in writing and must be clear.

Section 3. After discussion, the proposition will be brought before the National Honor Society active members where a quorum of fifty percent of the active members will vote to ratify the amendment to the by-laws. A two- thirds vote of the 50% quorum is required to amend the by-laws.