



Chapter Bylaws of The Burlington School Chapter of the National Honor Society Adopted January 2015

Whereas The Elon School and The Burlington Day School merged and formed The Burlington School,

Article I: The name of this chapter shall be The Burlington School Chapter of the National Honor Society.

Article II: Purpose

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

[Recognizing individual achievements of character, academics, leadership, and community service and encouraging continued growth in every area]

Article III: Powers

1-This chapter operates under the direction of and in full compliance with the National Honor Society Constitution

2-The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the Head of School.

3-Final authority on all activities and decisions of the chapter resides with the Head of School.

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, gender, national origin, age, disability, genetic information, citizenship, military status or service, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws.

Article IV: Membership

1-Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based upon the criteria of Scholarship, Service, Leadership and Character.

2-There shall be three levels of membership in the chapter: active, honorary and graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and Honorary members have no voice or vote in chapter affairs.

3-Eligibility

a. Candidates eligible for selection to this chapter must be members of the sophomore or junior class.

b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled full time for a period equivalent to two trimesters at The Burlington School.

c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of a 90 on a 100 point scale. The cumulative grade point average will include only the grades earned in the core courses of English, History, Math, Science and Foreign Language for each of the four years of high school completed.

4-Students with grades from other grading scales will have all of their grades converted to compute a cumulative grade point average.

5-Upon completing the application process completely and on time, meeting the grade level, enrollment and grade point average standards, candidates shall then be considered based upon their leadership, service and character.

Article V: Selection of Members

1-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 Head of School. The chapter advisor shall be the sixth, non-voting, ex-officer member of the Faculty Council.

2-The selection of active members shall be held annually during the second and third trimesters of the school year. This selection period shall be called the Annual Spring Membership Drive.

3-Interested students shall apply for candidacy by requesting, completing and submitting the application, essay, and copies of their transcripts.

4-Qualified candidates will select an interview time from the times and days made available and will interview with at least two members of the current Faculty Council. These will be random assignments of Faculty Council members and interviewees and FC members may not self-select out of the interview based upon the candidate to be interviewed. Additionally, students may not request certain FC members to interview or not interview with. Interviews may be rescheduled prior to the time of interview by the consent of the Chapter Advisor responsible for setting up the interviews.

5-Student transcripts will be reviewed and a grade point average calculated to determine scholastic eligibility.

6-The Faculty Council members will individually review each applicant's packet and complete an official evaluation form provided by the chapter advisor.

7-The Faculty Council shall meet to discuss the outcomes of the voting and confirm the offers of membership.

8-Candidates become members when inducted at the NHS induction ceremony held in the Spring of each year.

9-An active member of The Burlington School chapter of the NHS, in good standing, who transfers from TBS to another school will be given an official letter indicating the status of his/her membership.

Article VI: Obligations of Members

1-Annual dues for this Chapter shall be covered by the membership through fund raising or collection of member dues. In the absence of funds from fund raising, members shall be responsible for dues, not to exceed \$20 per member per year as noted in the national constitution. Dues will be payable to the chapter within 30 days of induction if required of membership.

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

3-Any member who withdraws, resigns, or is dismissed from the chapter shall no longer be granted the privilege of wearing the NHS emblem.

4-Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

5-All members must participate in the annual membership drive and in the Induction Ceremony.

6-All members must participate in at least one of the chapter's community service projects annually.

7-Active members are expected to attend meetings held over the summer unless previous arrangements have been made with the chapter.

Article VII: Officers and Officer Elections

1-The officers of this chapter shall be elected to a one year term. These positions are President, Vice-President, Secretary, Treasurer, Public Relations, and Historian.

2-Officers shall be elected at the last meeting of each school year.

3-All returning members in good standing with the chapter are eligible to run for a position as an officer.

a. Candidates for President must have been a member during the year prior to holding the office.

b. Any active member can nominate an eligible member as a candidate for office.

- c. Members may hold an office in more than one school year but may not hold the same office two consecutive years.
 - d. Nominated members must accept the nomination to be placed on the ballot.
 - e. Voting shall take place 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.
- 4-In the instance where an officer must leave their position during their term, for any reason, a special election shall be held. Any current officer or member in good standing may elect to fill the open position. A secret ballot vote will take place among the membership. Majority vote will determine the winner.
- 5-Should a current officer win the special election, a new special election will be held to fill the newly open vacancy.

Article VIII: Officer Duties

- 1-Officers and the faculty advisor 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. Any action by the executive committee is subject to the review of the chapter members and the Head of School.
- 2-It shall be the duty of the president to preside over all the meetings of the chapter, and to serve as the official representative of the chapter at school and community functions. In conjunction with the Vice President and chapter advisor, he/she will be responsible for the annual Induction Ceremony.
- 3-It shall be the duty of the Vice President to preside over meetings in the absence of the President. He/She shall also keep a record of members' contributions to leadership and service. In conjunction with the President and the chapter advisor, he/she will also be responsible for the annual Induction Ceremony.
- 4-The chapter Secretary shall keep the minutes and attendance records for meetings and be responsible for official correspondence. He/She shall also be responsible for submitting/reviewing chapter bylaws with the Head of School annually for submission in the Student and Faculty Handbooks.
- 5-The chapter Treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
- 6-The chapter Public Relations officer shall be responsible for producing all marketing materials, publicizing the membership drive, maintaining the chapter specifications for publications and other printed materials and producing the program for the Induction ceremony. He/She will also be responsible for the creation/maintenance of a web site for chapter news, correspondence, etc.
- 7-The chapter Historian shall be responsible for arranging photographs and/or videos for all chapter activities. All officers will be expected to have active speaking roles (as assigned) in the annual Induction Ceremony.
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Article IX: Meetings

- 1-Regular meetings of this chapter shall be held at least once every two weeks. Special meetings may be called by the president with approval of the adviser.
- 2-This chapter shall conduct its meetings according to Robert's Rules of Order.
- 3-Members are expected to attend all chapter meetings.
- 4-The chapter advisor shall attend all meetings.

Article X: Activities

- 1-This chapter shall determine at least one group service project per year to be completed by the entire membership.
- a. The group service project 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.

- b. Hours may be submitted to the community service database upon completion of the group project. These hours are separate from those being fulfilled to meet the TBS requirement.
- 2-All chapter community service projects will be publicized in a positive manner by the Public Relations officer.
- 3-Members shall also meet The Burlington School's Community Service requirements. These individual service projects will be reflective of the member's particular talents and interests. These projects shall be submitted to the Community Service database by May 1 each year.
- 4-All chapter members will be responsible for attending and participating as needed in the annual Induction ceremony.
- 5-The members are also responsible for fund raising activities. Participation is expected of all members.

Article XI: Discipline and Dismissal of Members

- 1-Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from The Burlington School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community.
- 2-If a member's cumulative grade point average falls below the chapter's expected average, he/she will be given a written warning and one trimester to improve the cumulative gpa. If the cumulative grade average remains below the expectation at the end of the academic year, the student will be subject to further disciplinary action by the Faculty Council that can include a trimester inactive period from chapter duties and rights and consideration of dismissal from the chapter. This will be considered on a case-by-case basis.
- 3-If a member in good standing earns a grade below an 85 (the NHS national standard) for the year, that member goes inactive for one trimester with no rights or responsibilities of the chapter.
- 4-Violations of the law or school regulations can result in immediate consideration of the dismissal of a member by the faculty. These violations include but are not limited to DWI, 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.
- 5-If the member is involved in violating the TBS Pledge, the member shall be considered for dismissal.
- 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.
- 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 will be given the opportunity to respond to the charge(s) against him/her 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 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 Head of School for review, and then stated in a letter sent to the students and parents. Dismissed members must surrender any membership emblems to the adviser.
 - d. The Faculty council's decision may be appealed to the Head of School.
 - e. A member who is dismissed or resigns, may never again be considered for membership in the National Honor Society.
- 8-In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article XII: Ratification, Approval and Review

- 1-These bylaws will be approved upon receiving a three fourths affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the Head of School and the Dean of School.

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

3-All future votes on revisions will require a two-thirds affirmative vote of the active membership, a majority affirmative vote of the Faculty Council and approval by the Head of School.

Article XIII: Amendments

These bylaws may be amended by a two-thirds 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 V and X which are developed by the Faculty Council with the approval of the Head of School.

Approval on March 2016