Chapter Bylaws of the

Arizona College Preparatory High School Chapter of the

National Honor Society

Adopted: 4/04/2025

# ARTICLE I: NAME

The name of this chapter shall be the NHS Chapter of the National Honor Society of Arizona College Preparatory - Erie.

**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 Arizona College Preparatory High School.

**ARTICLE** Ill: **POWERS**

**Section 1.** This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www,nhs,us/constitufions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

**Section 2.** The chapter sponsors are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 3.** Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section **1** of the National Constitution.]

**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, 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, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary 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 or 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 Arizona College Preparatory High School.

c. Candidates eligible for election to the chapter shall have a minimum weighted cumulative grade point average of 3.8 on a 5.0 scale.

d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Sec on 1. The 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 principal. The chapter adviser shall be the sixth, 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:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. All students who are eligible scholastically (i.e., candidates} shall be notified and asked to complete and submit the candidate information form (application) for further consideration.
3. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.

The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. Candidates shall then be considered based on their service, leadership, and character.

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

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 his/her 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 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 his/her membership.

# ARTICLE VI: OBLIGATIONS OF MEMBERS

**Section** 1. Annual dues for this chapter shall be payable to the chapter within 30 days of induction.

1. NHS dues: $25

Section 2. NHS members at Arizona College Prep must complete 30 hours of community service (15 per semester) by the end of the school year to remain in good standing. The advisor shall provide members with the final date on which service hours will be accepted for each semester.

* Only five community service hours may be counted from the summer before the upcoming school year and are due a week before the official start of school (approximately May 15 – July 20).

o **Students may not submit service hours that have been submitted to meet service requirements of other clubs/activities.**

Section 3. Each member of this chapter who is in good standing regarding the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

1. Chapter members who are seniors in good standing shall be granted the privilege of wearing an NHS accessory at graduation. (cord, stole, etc.}
2. All members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

Section 4. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section **1.** The officers of the chapter shall be president. co-vice presidents. secretary, fundraising coordinator, and social media coordinator. At the discretion of the advisor or faculty council, additional officer positions may be approved or removed.

Section 2. The following year’s President shall be elected during quarter 4 of each school year and begin his/her position the day after the last day of school. All returning members in good standing with the chapter are eligible to run for a position as an officer the following year. Any active member can nominate an eligible member as a candidate for office.

**Section 3,** All students running for an officer position shall be required to complete an application for their intended position. The application shall Include character references. Applications will then be reviewed by

the faculty council. Applications deemed incomplete or those with concerning character references shall not be eligible to have their name on the ballot.

Section **4.** 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 pending sponsor(s) approval.

Section 5. Results of officer elections shall be shared with members by the club advisor.

**Section 6.** It shall be the duty of the president to attend monthly officer meetings, preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

**Section** 7. The co-vice presidents shall attend monthly officer meetings, preside in the absence of the president, and serve as the Community Service Lead: one club service activity per semester.

**Section 8.** The secretary shall attend monthly officer meetings, keep the minutes and attendance records for meetings, and assist Fundraising Lead with semester projects.

**Section 9.** The fundraising lead shall attend monthly officer meetings, organize and execute one fundraising event per semester, and keep the record of business expenses associated with the fundraising.

**Section 10:** The social media lead shall attend monthly officer meetings, visually document club activities (fundraisers, club service projects), maintain ACPHS NHS Instagram pages, and assist VP with club service project coordination.

**Section 11**. 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.

Section **12.** Should it come into question an officer is not fulfilling the duties of their office, the faculty council shall collect testimony from the officer. Based on the testimony provided, the faculty council shall conduct a majority vote to decide if a member should be relieved of their duties. Should an officer fail to comply with school policies or face disciplinary action with school administration, that officer may be relieved of their duties and position upon majority vote by the faculty council.

Section 13. Should a student be relieved of an officer position, an election for that position shall be held as soon as possible, subject to the criteria of Article *VII* Section 2, 3, and 4 of these bylaws.

# ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

*Order,* when necessary.

**Section 3.** Members are expected to attend all monthly chapter meetings.

**Section 4:** The Executive Committee shall meet once a month prior to the regular monthly meetings.

# ARTICLE IX: ACTIVITIES

**Section 1. The chapter shall determine two or more service projects for each year. Section 2.** All members are required to participate in at least one of these projects.

**Section 3.** These 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.** Each member shall have the responsibility for choosing and participating in individual service projects which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

**Section 5.** 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 Arizona College Preparatory 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 to his/her school and community.**

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.8GPA) he /she 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. If a member fails to complete the required service hours by the predetermined deadlines, he/she will be given a written warning and a reasonable time period for improvement. If the required service hours are not completed by the end of the warning period, the student will be subject to disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 4. Violations of the law or school regulations can 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 properly, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

**Section 5.** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school

Section 6. Chapter officers, as representatives of the chapter, can be removed from their positions because of disciplinary action taken by the faculty council.

Section 7. In all cases of pending dismissal:

1. Members will receive **written** notification from the adviser/faculty council indicating the reason for consideration of dismissal.
2. The member has the right 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 can 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.
3. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser. '
4. A member who Is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 8. 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 majority 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.