

# **Utah Military Academy National Honor Society Chapter By-laws**

## **Established November 2015, Updated May 2018**

### **Article I: Name and Purpose**

Section 1: The name of this chapter shall be the Haven J. Barlow Chapter of the National Honor Society of Utah Military Academy.

Section 2: 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 all students at Utah Military Academy.

### **Article II: Membership**

Section 1: Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2: 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 3: Eligibility

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Utah Military Academy.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative, un-weighted GPA of 3.5. This scholastic achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall be considered based on their service, leadership, and character.
- e. To be eligible for membership, candidates are required to have a clean disciplinary record with zero demerits for the term.
- f. Transferring memberships from other established chapters of the National Honor Society will be accepted with a letter of status from the chapter adviser(s) and/or the principal from the school in which the candidate is transferring from.

### **Article III: Selection of Members**

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members approved by the principal. The chapter adviser(s) shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2: Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' discipline records shall be reviewed to indicate honor.
- c. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and/or submit the following: a completed student application, a typed, one page personal statement, one recommendation from a source outside of the school setting, and complete a short informal interview with the chapter adviser(s).
- d. Faculty members at Utah Military Academy will be requested to evaluate candidate's character and leadership in the classroom using the official evaluation form provided by the chapter adviser(s).
- e. The Faculty Council shall review the student application, the personal statement, the recommendations, the faculty evaluations, and the interview record in order to determine membership.

Section 3: The selection of new active members shall be held once a year, in the spring, in the final term of the year. New candidates will be accepted and selected from the rising sophomore, junior, and senior classes.

Section 4: Candidates become official members when inducted at a special ceremony, which is held annually in September of the next school year.

Section 5: Once selected and inducted, all members are expected to maintain the standards by which they were selected and obtain all obligations of membership as follows:

- a. Attend a meeting every other week related to the chapter, as well as a meeting in alternate weeks related to specific committee activities. Members are permitted to be absent from no more than 10% of the meetings per term.
- b. Pay dues prior to or at the first general meeting of the current school year.
- c. Join and participate in at least one committee of the UMA National Honor Society.
- d. Participate in activities that are sponsored by the UMA chapter.
- e. Complete 30 hours of community service, per year, outside of school hours which do not include chapter sponsored activities. Service hours can be accumulated after the initial induction ceremony, in which membership is official.
- f. All current members and candidates who are being inducted are required to attend the Induction Ceremony. New candidates are not official members until inducted into the chapter.

Section 6: An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership which is verified and signed by the principal and/or chapter adviser(s).

Section 7: 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 term to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

## **Article IV: Discipline and Dismissal**

Section 1: Any member who falls below any of the standards of scholarship, leadership, character, or service may be considered for dismissal from the Haven J. Barlow 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 (un-weighted) GPA falls below the standard 3.5 which was in effect when he or she was selected, he or she will be given a written warning and a time period of one term for improvement. If the cumulative GPA remains below the standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3: If a member fails to perform any of the published obligations of membership (stated in Article III, Section 5), he or she will be given a written warning and a time period of one term for improvement. If the obligations remain unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4: Violation of the law or school regulations results in automatic dismissal of a member. 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.

Section 5: Offenders of the school's core values will receive written warning notification. A conference may be requested by parties involved (adviser(s), student, Faculty Council, and/or the principal). If the member is involved with another violation, the member may be considered for dismissal.

Section 6: Members are expected to maintain the highest standards of citizenship and honor. If a member receives a demerit for any reason, the student will be subject to disciplinary action from the Faculty Council, which may include consideration of dismissal from the chapter.

Section 7: In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for automatic or possible dismissal and a conference with the adviser(s) or Faculty Council. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing may be held (see below).
- b. The member may be given the opportunity to respond to the alleged charge against him/her at a hearing before the Faculty Council prior to the 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 in

writing. The Faculty Council will then vote on whether or not to dismiss. A majority vote is needed to dismiss any member.

c. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal.

Dismissed members must surrender any membership emblems to the advisor(s).

d. The Faculty Council's decision may be appealed to the building academic advisor.

e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered 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 V: Officers**

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

Section 2: To be eligible to hold one of the officer positions in NHS, students must complete a leadership information packet. The packet must be submitted by the announced due date to be eligible for consideration. All active members are eligible for officer positions.

Section 3: Candidates for student officers shall be selected by the faculty advisors in conjunction with the outgoing senior officers. The chapter members will then elect new student officers from the selected candidates. The newly selected officers will be announced at the last meeting of each school year.

Section 4: It shall be the duty of the president to preside at the meetings for this chapter.

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.

Section 6: The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7: The treasurer shall keep and report the record of chapter expenses, dues, and all other financial transactions of the chapter

Section 8: The historian shall keep a record of activities and functions that involve the NHS through pictures, journals, etc.

## **Article VI: Executive Committee**

Section 1: The executive committee shall consist of the faculty adviser(s) and the chapter officers.

Section 2: Committees may include, but are not limited to, the following: Public Relations, Community Service, School Appreciation, Tutoring, Fundraising, and Breakfast Club

(subject to changes and revisions from year to year depending on club decisions and/or activities).

Section 3: The executive committee shall 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 VII: Meetings**

Section 1: Meetings of this chapter shall be weekly. The first and third weeks of the month will be meetings related to the chapter. The second and fourth meetings of the month will be reserved for committee meetings. In the case of a month with five meetings, the fifth meeting will be related to any extra business that needs to be addressed.

Section 2: All chapter members are expected to attend all regularly scheduled chapter meetings and committee meetings that he or she is involved in. Members are allowed absences from 10% of the meetings during the term. Additional absences may result in warning letters given which begin possible dismissal procedures.

### **Article VIII: Activities**

Section 1: The Chapter shall determine at least two service projects for each year.

Section 2: All members are required to participate in 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 that reflect his or her particular talents and interests and as approved by the chapter adviser(s). The Utah Military Academy chapter requirement is 30 hours, which need to be accurately documented and verified using the chapter generated service hour sheet. This is in addition to the chapter sponsored projects to which all members contribute.

Section 5: The chapter shall publicize its projects in a positive manner.

### **Article IX: Emblem**

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the National Honor Society gear on appropriate uniform days.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall lose the privilege of wearing any National Honor Society gear on any uniform days.

Section 3: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor collar adopted by the chapter at graduation.

**Article X: Dues**

Section 1: Annual dues for this chapter shall be \$20.00.

Section 2: Dues will be payable to Utah Military Academy.

Section 3: Candidates who are not able to pay the annual dues may apply for a scholarship or sponsorship program.

**Article XI: Good Standing**

Section 1: A member will be considered in good standing if his/her dues have been paid.

Section 2: A member will be considered in good standing if he/she has completed, documented, and turned in the appropriate number of service hours.

**Article XII: Powers**

Section 1: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2: The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designated to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

**Article XIII: Amendments**

Section 1: These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to the members at least one month prior to the vote.

Section 2: Bylaws and amendments must be consistent with the Constitution of the National Honor Society.