



## ARTICLE I: NAME AND PURPOSE

**Section 1.** The name of this chapter shall be the ChiArts National Honor Society (ChiArts NHS) Chapter of the National Honor Society of The Chicago High School for the Arts. 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 The Chicago High School for the Arts.

## 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 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 at least one semester at The Chicago High School for the Arts.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of 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. Candidates may not have more than *eight* excused absences in a semester in order to be eligible for membership. Exceptions may be made for:
  - i. Hospitalization
  - ii. Illness (with appropriate medical documentation, filed in main office)
  - iii. Bereavement
  - iv. School-sponsored activities
- e. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

## 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 appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

- a. Faculty Council meeting minutes and voting results are confidential and therefore not released to the public at any time, even upon request from a parent and/or guardian.
- b. Any and all documents related to selection will remain strictly confidential and in a student file for no more than five (5) years after graduation.

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

- a. Students' academic records shall be reviewed to determine eligibility. "Academic records" may include, but is not limited to:
  - i. Discipline records ("Behavior Logs")
  - ii. Daily attendance records
  - iii. Past and current grades
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the ChiArts National Honor Society Application for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidate Form and faculty evaluations in order to determine membership.

**Section 3.** Cases of nonselection

- a. In the case that a student is not selected for membership in NHS, the student has 10 school days to contact the principal to appeal the nonselection decision.
- b. After 10 school days, the student has no further right to appeal the decision and the nonselection stands until the next application period.

**Section 4.** The selection of new, active members shall be held once a year during the second semester of the school year (after first semester grades are finalized).

**Section 5.** Candidates become members when inducted at a special ceremony.

- a. Attendance at the induction ceremony is **mandatory** for all current members and new candidates. Attendance may be excused in the following cases:
  - i. Hospitalization
  - ii. Illness (with appropriate medical documentation, filed in the main office)
  - iii. Bereavement
  - iv. *Some* school-sponsored activities

**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/her membership and signed by the Principal or Adviser.

**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 to 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 IV: MEMBERSHIP OBLIGATIONS**

**Section 1.** Members of the ChiArts Chapter of National Honor Society shall fulfill the following duties and responsibilities:

- A. Maintain the standards by which he/she was selected.
- B. Attend meetings on a regular basis.
  - i. Members may not miss more than **two** meetings per semester, unless absence is excused (see Article II.3.d)
- C. Participate in a majority of the planned chapter service projects.
- D. Document a minimum of 10 hours of service hours each year (service learning or other volunteering).
  - I. Members will record their hours using the NHS Service Hours form.
- E. Attend and participate in the induction ceremony for new members.
- F. Set an example of scholarship, leadership, service and character for others to follow.

**Section 3.** Service Learning is defined as: projects that 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.

**ARTICLE V: DISCIPLINE and DISMISSAL**

- a. **Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the ChiArts NHS 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.
- b. **Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (minimum 3.5/4.0 GPA) in January or June of a school year, he/she will be given a written warning and a time period for improvement (no more than one semester). 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 may include dismissal from the chapter.
- c. **Section 3.** Violation of the law or school regulations can result in dismissal of a member and no warning is necessary. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, assault, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.
- d. **Section 4.** Offenders of the Chicago Public Schools Student Code of Conduct (such as use of profanity, failure to comply, unexcused absence, etc.) may receive written warning notification if the violation is a first offence. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

- e. **Section 5.** In all cases of pending dismissal:
- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law **can warrant disciplinary action without a written warning although a hearing must still be held** (see below).
  - b. The member will be given the opportunity to respond to the 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 to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
    - i. If the member chooses to present his/her defense in writing, this will be considered **in lieu** of a face-to-face hearing with the Faculty Council.
  - c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, and expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
  - d. The Faculty Council's decision may be appealed to the building principal and afterwards through the Chicago Public Schools District 299 discipline policy.
  - e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.
- f. **Section 6.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE VI: OFFICERS**

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

### **Section 2. Election**

- a. Nominations will be made by current and new members in April of each school year. An official ballot will be distributed to each member of the chapter and will be controlled by signing off on the membership list.
- b. The candidate who receives the most votes for each office shall be notified of their selection.
  - i. If one candidate does not receive a majority vote, there will be a run-off between the two candidates with the most votes.

### **Section 3. Removal**

- a. The removal of officers may be executed by a 2/3 vote of the membership. Written documentation detailing the reason(s) for removal shall be provided to the officer facing removal by the chapter Adviser and the officer shall have an opportunity to defend himself/herself before the membership.

### **Section 4. Replacement**

- a. In the event that an officer position opens during the school year, the procedure outlined in Section 2 shall be followed in order to fill the vacancy.

**Section 5. Officers:** The officers (and their duties) of the ChiArts Chapter of the National Honor Society are as follows:

- a. President
  - i. Create the agenda for all meetings with the advice and consent of the officers and the adviser.
  - ii. Preside over all meetings of the ChiArts NHS and meetings of the executive committee.
  - iii. Appoint necessary committees and delegate leadership responsibilities of service projects and activities.
  - iv. Serve as ex-officio (non-voting) member on committees and projects.
  - v. Preside at the Induction Ceremony and deliver the speech on "Leadership."
  - vi. Represent the ChiArts of NHS at all public occurrences.
  - vii. See that the names of all persons who participated in each service project and attended each meeting are submitted to the adviser with the help of the Secretary in order that the adviser may fulfill the responsibility of notifying and informing those not fully participating of the responsibilities of NHS membership.
  - viii. Maintain close communication with the chapter adviser.
  - ix. Set an example of scholarship, leadership, character and service for others to follow.

- b. Vice President
  - i. Preside at all meetings and perform all duties in the absence of the President.
  - ii. Lead and organize at least one major chapter service project.
  - iii. Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and/or challenges.
  - iv. Perform any duties delegated by the President.
  - v. Coordinate projects and maintain the yearly calendar.
  - vi. Deliver an Induction Ceremony speech on “Character.”
  - vii. Set an example of scholarship, leadership, character and service for others to follow.
- c. Treasurer
  - i. Maintain with the adviser a financial record of all income and expenditures for the period the officer holds office.
  - ii. Recommend fundraising activities for NHS.
  - iii. Send reminders about dues.
  - iv. Set an example of scholarship, leadership, character and service for others to follow.
- d. Secretary
  - i. Keep minutes of all meetings.
  - ii. Keep accurate attendance of all meetings and service projects and report to the President and the adviser the names of any members who have become inactive.
  - iii. Conduct correspondence with the President, adviser and school administration and elements of the community when necessary.
  - iv. With the Chapter Historian, collect all publicity, clippings and/or photographs of the chapter.
  - v. Set an example of scholarship, leadership, character and service for others to follow.
- e. Historian
  - i. Aid the secretary in press, publicity and photography tasks.
  - ii. Assure that there is a collection of photographs of NHS activities for the ChiArts yearbook, school bulletin boards and press releases.
  - iii. Set an example of scholarship, leadership, character and service for others to follow.

## ARTICLE VII: MEETINGS

**Section 1.** This chapter shall have regularly called meetings during the school year on days designated by the chapter adviser in accordance with school policy and regulations. The chapter adviser reserves the right to cancel meetings provided they are rescheduled.

- a. General member meetings will be held at least once per calendar month during the school year.

**Section 2.** The installation of new officers shall occur during a special ceremony on one of the scheduled meeting days.

**Section 3.** The induction ceremony for new members shall be held in the fall of each school year.

**Section 4.** Attendance at meetings is mandatory for all NHS members. Excessive, unexcused absenteeism prevents the chapter from fulfilling its goals and makes it difficult to disseminate information.

- a. See Article II.3.d

## ARTICLE VIII: DUES

**Section 1.** Annual dues for new and current members are \$10

**Section 2.** Dues are payable to the chapter each year by the end of May.

- a. All dues (new or current) must be paid to the Adviser by May 31<sup>st</sup> each year (or the previous business day if the 31<sup>st</sup> falls on a weekend).

## 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 emblem adopted by the National Honor Society.

**Section 2.** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

- a. This includes but is not limited to: member card, member pin, certificate, clothing and/or stationary.

**Section 3.** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

## **ARTICLE X: ROLE of PRINCIPAL, CHAPTER ADVISER(S) and FACULTY COUNCIL**

**Section 1.** In addition to the responsibilities listed in Article V of the National Constitution, the Principal shall but is not required to:

- a. Conduct at least two private meetings with the chapter adviser(s) each school year.
  - i. One meeting by the end of September to review the previous year's events and discuss the calendar for the upcoming year and discuss newly selected candidates for membership.
  - ii. Hear appeals from students in cases of non-selection and reconvene the Faculty Council if a procedural or technical error has been made.
  - iii. Communicate to the Chapter Adviser any issues concerning the National Honor Society brought to his/her attention by members of the community that would directly impact the selection or dismissal of a student. Under no circumstance is the Principal to serve as a member or even an observer of the Faculty Council's deliberations pertaining to the selection, probation and/or dismissal of a student.
- b. In addition to the responsibilities listed under Article VI of the National Constitution, the Adviser(s) shall:
  - i. Review each member for compliance with society standards and obligations within four weeks of the end of each semester.
  - ii. Approve all chapter activities and provide the Principal with a written record of chapter activities.
  - iii. Read and develop a familiarity with the Constitution of the ChiArts Chapter of the National Honor Society.
  - iv. Attend all meetings and functions, including those of the Faculty Council.
  - v. Involve chapter members in the development and review of selection and dismissal procedures and guidelines.
  - vi. Ensure that the Faculty Council follows all national and local guidelines for procedure and facilitates discussions assuring that the Council considers only relevant and valid information in a fair and consistent manner.
  - vii. Interview Council members who give students a below-average evaluation and provide written documentation to the principal if the Faculty Council violates the National Constitution or the Constitution of the ChiArts Chapter of NHS in such a manner as to jeopardize the fairness of a student's selection or dismissal.
- c. In addition to the responsibilities listed under Article VII of the National Constitution, the Faculty Council shall:
  - i. Read and develop a familiarity with the Constitution of the ChiArts Chapter of the National Honor Society.
  - ii. Follow all stated guidelines and procedures in all aspects of the Council's activities.
  - iii. Consult with the Chapter Adviser concerning questions of policy and/or procedure and refer all questions from parents concerning the National Honor Society to the Chapter Adviser.
  - iv. Maintain objectivity and professionalism during the review of each case and examine each individual case as a group in such a manner as to allow every member to evaluate and comment on every case.
  - v. Provide written documentation to the Principal if the Faculty Adviser violates the National Constitution or the Constitution of the ChiArts Chapter of NHS in such a manner as to jeopardize the fairness of a student's selection or dismissal.

## **ARTICLE XI: 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 designed 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.

**Section 4.** Any information not specifically addressed in the ChiArts NHS Constitution fall under the purview of the National Constitution.

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