



# Gavilan Peak National Elementary Honor Society By-Laws

## **ARTICLE I: NAME and PURPOSE**

- Section 1. The name of this chapter shall be the Gavilan Peak National Elementary Honor Society.
- Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, stimulate a desire for scholarship, promote leadership, develop character, and encourage citizenship in the students of Gavilan Peak School.

## **ARTICLE II: MEMBERSHIP**

- Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Elementary Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 3. An active member of the National Elementary Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Advisor.
- Section 4. An active National Elementary Honor Society member who transfers to this school and brings a letter from their former principal or chapter advisor shall be accepted automatically as a member of this school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- Section 5. Members who resign or are dismissed will never again be eligible for membership or its benefits. (However, they may apply for NJHS in 7<sup>th</sup> grade).

## **ARTICLE III: SELECTION OF MEMBERS**

- Section 1. Membership in this chapter shall be known as active or honorary.
- Section 2. **Membership in this chapter is an honor bestowed upon deserving students by the faculty at Gavilan Peak School,** and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility:

- a. To be eligible for membership, the candidate must be enrolled and attending GPS for at least one whole quarter, in the first semester in 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade.
- b. Candidates must have a GPA of at least 3.5 on a 4.0 scale. This allows for grades of A or B for any subject per report card. A grade of C or lower earned in any class taken will disqualify the candidate. (honor roll or above)
- c. The following will immediately disqualify a candidate:
  1. Any citizenship grade other than and E or S in any class taken.
  2. More than one detention for the entire school year.
  3. Any office referrals or suspensions.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be evaluated on the basis of service, leadership, citizenship, and character via the NEHS Application Form, Recommendation Forms, and Faculty Evaluation Form.

Section 4. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of three faculty members appointed by the principal. The chapter advisor shall be the fourth, non-voting, ex-officio member of the Faculty Council.

Section 5. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' behavior records shall be reviewed to determine citizenship eligibility.
- c. Students whose academic and behavior records make them eligible ("candidates") shall be notified and asked to complete and submit the membership application and one letter of recommendation for further consideration for selection.
- d. The faculty shall be requested to evaluate candidates determined to be scholastically and behaviorally eligible using the official evaluation from provided by the chapter advisor.
- e. The Faculty Council shall review the Membership Application, Recommendation Form(s), and the Faculty Evaluations in order to determine membership.

Section 6. The selection of new, active members shall be held once a year during the second semester of the school year.

Section 7. Candidates become members when inducted at a special ceremony.

#### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Gavilan Peak National Elementary Honor Society. A member of the National Elementary 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 a 3.5 on a 4.0 scale, or receiving a "C" in any subject, he/shill will be given a written warning and a 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 (dismissal from the chapter).

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to stealing, destruction of property, cheating, truancy, fighting, harassment, disrespect, etc. (See Students' Rights and Responsibilities Handbook for details).

Section 4. Offenders of the school code of conduct (such as use of profanity, failure to comply, disrespect, 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 code of conduct, the member may be dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for dismissal from the advisor/Faculty Council. The member may request a meeting to discuss the written notification. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without written warning, although a meeting 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** on the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. If the member presents his/her defense in person, a parent must be present. They will be asked to stand in the back of the room and will not be allowed to participate. Once the member and parent have left, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. The member will be notified in writing the results of the vote within 7 days.
- 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.
- d. The Faculty Council's decision may be appealed to the building principal.
- 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 Elementary Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: CHAPTER OFFICERS**

Section 1. The officers of the chapter shall be president, vice president, secretary, community service rep, and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. All active returning members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. A majority vote shall be necessary to elect an 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.

- Section 4. The club president shall assist with school assemblies. It will be the duty of the president to preside at some of the meetings for this chapter. The president will agree on an agenda for each meeting they preside over and make sure it is followed. The president will also help the organization stay “on target” by setting aside time in meetings to review what the group said it wants to do, and to evaluate progress. As a leader the president’s actions are highly visible to others. By planning ahead, listening, organizing, and keeping your commitments, you will inspire others to do the same.
- Section 5. The vice-president shall also assist with school assemblies. They will preside over meetings in the absence of the president and shall also be “Coordinator of Committees.” These duties include: meeting with committee groups, keeping a record of projects delegated to committees, sitting with each committee at its meetings, and keeping a list of each committee’s plans. If a chairperson has problems, the vice president can make suggestions, inform the advisor of the problems, and participate in meetings called to solve problems.
- Section 6. The secretary shall keep the minutes of meetings, keep attendance records, and be responsible for all official chapter correspondence.
- Section 7. The community service rep shall assist in keeping a record of community service hours completed and notify members of community service opportunities that are available.
- Section 8. The treasurer shall assist in keeping a record of chapter expenses, dues, and all other financial transactions of the chapter.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

- Section 1. The executive committee shall consist of the faculty advisor and the chapter officers.
- Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter by-laws.
- Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

#### **ARTICLE VII: MEETINGS**

- Section 1. Meetings of this chapter shall meet once a month. Special meetings approved by the executive committee may be called by the chapter advisor, president, or other designated student leader.
- Section 2. This chapter shall conduct its meetings according to *Robert’s Rules of Order*.
- Section 3. All chapter members are expected to attend all regularly-scheduled meetings. Members will be allowed one unexcused meeting absence. The second unexcused meeting absence will result in the member being put on probation. Members will be notified of their probation in writing. A third unexcused meeting absence will result in dismissal of the member. Refer to Article IV (the Discipline and Dismissal section of the By-Laws for dismissal procedures. A member will not be able to attend a meeting must let the Chapter Advisor know of the absence prior to the meeting. if

this is not done, it will be considered an unexcused absence and those guidelines will be followed.

## **ARTICLE VIII: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects for the year.

Section 2. All members shall regularly 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 of choosing and participating in an individual service project which reflects his or her particular talents and interests and must be approved by the chapter advisor. To maintain active membership, members need to perform a minimum of [12](#) independent service hours a year. This is in addition to the chapter projects to which all members contribute. If these hours are not completed by the member within the time frame given by the advisor, their membership will be terminated.

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

## **ARTICLE IX: DUES**

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

Section 2: Dues will be given to the chapter advisor within 30 days of induction.

## **ARTICLE X: POWERS**

Section 1. The chapter advisor 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 by-laws are designed to amplify provisions of the National Constitution and connate contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

## **ARTICLE XI: AMENDMENTS**

Section 1. These by-laws 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-Laws and amendments must be consistent with the Constitution of the National Elementary Honor Society.

**Date: Last approved revisions April 15, 2016**

**Signatures: Chapter Advisor** \_\_\_\_\_

**Principal** \_\_\_\_\_