

CONSTITUTIONAL BY-LAWS

(2016-2017)

THE NATIONAL HONOR SOCIETY

OF ISC KAYENA CHAPTER



By-Laws of the Kayena Chapter of NHS International School of Curacao

Article I: Name and Purpose

Section 1: The name of the chapter shall be the Kayena Chapter of the National Honor Society and National Junior Honor Society of the International School of Curacao.

Section 2: The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to set an example for leadership, and to encourage the development of character in students of the International School of Curacao.

Article II: Powers

Section 1: The chapter adviser is given the authority to supervise the administration of the 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 and specify 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 III: Membership

Section 1: Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. Graduate 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 general criteria of Scholarship, Service, Leadership and Character. Citizenship is also included for NJHS members.

Section 3: Eligibility

- a. Candidates eligible for election to this chapter must be members of the:
 - 9th, 10th, 11th or 12th grade class for NHS
 - 6th, 7th or 8th grade class for NJHS
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of 1 semester at International School of Curacao
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 88%.
- d. Upon meeting the above requirements, candidates shall then be considered based on their service, leadership and character.

Article IV: 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 advisor 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 who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Form and Essay for further selection by the given deadline.
- c. The faculty shall be requested to evaluate candidates who have submitted the Student Activity Form and Essay using the NHS or NJHS Criteria.
- d. The Faculty Council shall review the Student Activity Form and Essays in addition to the summary results from the 3 letters of recommendation in order to determine membership.

Section 3: After selection, the following shall occur:

- a. Students will be notified in writing, at the end of the school day, the week after the Faculty Council meeting, about the status of their application.
- b. Parents will either receive a formal invitation and/or be invited to the induction ceremony by phone, email or in-person by the chapter advisor. Ideally this will occur on the same day that students receive their letters.
- c. Any student who has not been selected has the right to request a meeting with the chapter advisor and their parent to receive an explanation of this decision.

Section 4: Selection Appeals:

- a. Before an appeal may be registered, a student must have had a meeting of explanation of the decision with the chapter advisor.
- b. Appeals must be registered with the chapter advisor or principal within one week of the student receipt of rejection letter.
- c. If no appeal has been registered within this defined period of time, all records pertaining to this round of selection will be destroyed.
- d. The process for appeals includes:
 - A review by the adviser of the summary notes/report from the Faculty Council session.
 - A meeting with the student and, if requested, their parent to provide explanation of the process
 - Resubmission of the student's information to the Faculty Council for reconsideration.
 - Submission of the relevant information to the principal who consults with the Faculty Council and/or advisers regarding their decision-making processes.
- e. Outcomes of an appeal can include (but are not limited to):
 - Reject: Rejection of the appeal; sustaining of the original FC judgment.
 - Reconsider: Request from the principal for the FC to reconsider the case.
 - Overturn: A change in the decision of the FC, resulting in the selection of the student in question; rationale shared with full Faculty Council.

Section 5: The selection of new, active members shall be held once a year during the second semester of the school year.

Section 6: Candidates become members when inducted at a special ceremony.

Section 7: An active member of the National Honor Society or National Junior Honor Society who transfers from this school will be provided a letter, upon request, indicating the status of his/her membership and signed by the Principal.

Section 8: An active member of the National Honor Society or National Junior Honor Society who transfers to this school will *automatically* be 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 to retain his/her membership.

Article V: Discipline and Dismissal

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service (also citizenship for NJHS) may be dismissed from the Kayena chapter of the National Honor Society or National Junior Honor Society.

Section 2: If a member's cumulative grade point average falls below the 88% standard, he/she 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 that may include dismissal from the chapter.

Section 3: Violation of the law or school regulations can result in dismissal of a member.

Section 4: If a member misses 2 or more meetings with unexcused absences, they will be given a written warning and a time period for improvement. If improvement in attendance is not seen by 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.

Section 5: In cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. A copy of the letter will also be sent to the parents when appropriate. The advisor will maintain a record including a copy of the letter and the date it was given/sent. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violation of school rules or the law can warrant disciplinary action without a written warning though 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 the 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.
- 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 such as pin, patch and certificate to the advisor.
- d. The Faculty Council's decision may be appealed to the principal and afterwards to the director. Neither the NASSP Board of Directors nor the staff of the national office (NASSP) hears appeals in cases of dismissals.
- 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.

Article VI: Chapter Board

Section 1: The officers of the Kayena chapter shall be a Board, superseded by a President, Vice President, Secretary, Treasurer and Public Relations.

Section 2: The Board's duties are:

- a. The Board shall preside over all meetings. The Board shall be responsible for the general supervision of activities and programs and delegating responsibilities as necessary. The Board reports to the Chapter Advisor. The Board should exhibit leadership qualities, good communication skills and responsibility.
- b. The Board shall be responsible for the financial affairs and shall keep accurate financial records. All matters of finance designated to the Board for events and activities, will work in conjunction with the ISC's main office when issues of finance are concerned.
- c. The Board will keep minutes of all meetings and provide a digital copy for all members for the following meeting. The Board shall maintain the minutes and membership of the ISC Curacao NHS/NJHS Facebook Group.
- d. The Board is responsible for Public Relations including all daily bulletin announcements, correspondence in and outside the school community, such as communication with teachers when representing the Kayena Chapter, newspaper articles outside the community, sponsors for activities and writing articles for to publish the activities of the Kayena Chapter. The Board is also responsible for any public relations information to be written into the weekly update indicating the work of the Kayena Chapter.

Section 3: All Board members will meet once a week with the Chapter Advisor for an executive meeting to discuss the agenda and plan for the upcoming meetings and events.

Section 4: The Board will be elected during a meeting in May/June after inductions. All active returning members are eligible to run for a position on the Board. New inductees may run for all positions. All active members of the chapter are eligible to vote.

Section 5: Process of election

- a. In a meeting following inductions, nominations will occur:
 - The roles will be announced and students may nominate themselves or another member for the Board.
 - Each nomination must receive a second and be accepted by the member to be valid.
- b. During the following meeting, speeches and voting will take place:
 - Each candidate will give a 1 – 2 minute speech about their candidacy.
 - If a candidate is not present for the speeches, they can still be considered on the ballot.
 - Elections will occur by anonymous ballot following the speeches.
 - In case of a tie, a run-off will be held between the two top candidates.

Section 6: All Board members will serve for one full year.

Section 7: If it is determined that a Board member has been negligent in his or her duties, that member may be removed by a vote of two-thirds of the active membership.

Section 8: If a vacancy occurs due to removal or resignation, a new mini-election following a shortened version of the process will be held to fill the vacancy.

Article VII: Meetings

Section 1: Formal meetings of this chapter shall be held monthly. Daily informal meetings during homeroom.

Section 2: All members are expected to attend all meetings and events sponsored by the Kayena Chapter. To be excused from a meeting, a member must submit a note signed by a responsible adult i.e. parent, coach, etc. stating the reason for the absence. This note must be received the day of or the day following the meeting.

Section 3: The Board will conduct the weekly meetings.

Section 4: This chapter shall conduct its meetings according to *Roberts Rules of Order* with minutes and attendance being kept.

Article VIII: Activities/Events

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

Section 2: All members are expected to participate in all activities/events.

Section 3: All members are expected to be a part of committees that may be formed from time to time to carry out the purposes of the chapter.

Section 4: Chapter 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 5: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his/her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute.

Article IX: Emblem

Section 1: Each member of this chapter who is in good standing shall have the privilege to wear the emblem adopted by the National Honor Society/National Junior Honor Society.

Section 2: Each member of this chapter who is in good standing will be given an NHS or NJHS patch and/or pin to affix to the left sleeve of their school shirt(s).

Section 3: Any member who withdraws, resigns or is dismissed from the chapter shall return all emblems; pin and patch, to the chapter advisor.

Section 4: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole and tassel at graduation.

Article X: 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 IV and V (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 Honor Society/National Junior Honor Society.

Date: Last approved revisions June 2016

Signatures:

Board

Advisor

Principal