

BARTRAM TRAIL HIGH SCHOOL

NATIONAL HONOR SOCIETY BY-LAWS



Article I: NAME

The name of this chapter shall be the Bartram Trail Chapter of the National Honor Society of Bartram Trail High School, St Johns County Florida.

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 Bartram Trail High School.

Article III: POWERS

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

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4: Non-discrimination. 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 or disability. This policy of non-discrimination applies, but are not limited to the following: chapter administration, the selection, discipline, dismissal and of members.

Article IV: MEMBERSHIP

Section 1: Membership in this chapter is an honor bestowed on deserving students by the faculty and shall be based on the criteria of the NHS pillars. Active members become graduate members at graduation. Graduate and honorary members have no voice in chapter affairs, but may provide ideas and suggestions.

Section 2: Qualifications/Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the rising: Sophomore, Junior or Senior class registered for on campus courses. **
- b. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted grade point average of 3.75 and (((currently be enrolled in a *minimum* of 2 Honors, AP, DE, or 18 courses for the semester of candidacy. 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.)))
- c. Candidates eligible for selection must have a minimum of 30 community service hours at time of application. B.F. "work hours" do not apply.
- d. Candidates eligible for selection must complete an essay using the prompt provided on the current years application.
- e. Candidates eligible for selection must have acceptable discipline. Offense no higher than a two and no suspensions.
- f. Candidates eligible for selection must have acceptable attendance: nothing over the 15 day unexcused SJCS D guidelines.**
- g. Upon meeting the standard requirements, candidates shall then be considered based on their service, leadership, and character.

Article V: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council, which consists of 3 faculty/staff members. The chapter adviser(s) shall be the 5th, non-voting, or ex officio of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of of school for the given year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholarship.
- b. Students' discipline and attendance records shall be reviewed to indicate character.
- c. Students' community service records shall be reviewed to indicate service and leadership.
- d. The faculty council shall review the candidate application and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become members when inducted at the special ceremony.

Section 5: An active member of the National Honor Society who transfers **from** Bartram Trail High 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** Bartram Trail High School, will be automatically accepted for membership in this chapter once their membership at their former school has been verified. The faculty council shall grant to the transferring member one semester (90 school days) 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 \$35 for new members and \$30 for returning. Dues will be payable to the chapter within 30 days of the first meeting of the new school year.

Section 1.1: Qualifying Seniors may order a stole (through advisor) to wear at Graduation for an additional \$30 fee.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the Membership Certificate, and will not be eligible for a refund of dues or fees paid.

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice-president, 2nd vice president, secretary, treasurer, historian/publicist, parliamentarian (if assigned) and 4-8 commissioners.

Section 2: Rising Juniors and Seniors are eligible to apply for office, including newly inducted members.

Section 3: To be eligible to hold an officer position, students must complete application and provide the corresponding documentation including a 45 second platform video.

Section 4: Student officers shall be elected at the April meeting of each school year. Graduating seniors are not obligated to attend this meeting.

Section 5: Voting shall be by secret ballot via Microsoft form. A majority vote shall decide the election of any officer of this chapter. The Faculty Council shall review and count all ballots.

Section 5: The new officers will be announced by the end of April of the current school year. The outgoing officers will meet and train the incoming officers.

Section 6: It shall be the duty of the president to preside at the meetings of the chapter, know the bylaws of the chapter and serves as the official representative of the chapter at school and community functions.

Section 7: The vice president shall preside in the absence of the president, understand Roberts Rules of Order and the chapter bylaws and shall also keep a record of members contributions to leadership and service.

Section 7: The second vice president shall preside in the absence of the vice president, understand the bylaws of this chapter and assist with membership.

Section 8: The secretary shall keep the minutes and attendance records for officer and general meetings, taking and distributing meeting minutes and be responsible for all official correspondence.

Section 9: The treasurer shall assist the chapter advisor with keeping the record of expenses, dues, and all other financial transactions of the chapter.

Section 10: The historian/publicist shall keep a record of the club's accomplishments and activities for the year. Organize a digital scrapbook to tell the club's story for the year. They shall also be responsible for social media exposure of the club and coordinate and organize publicity regarding events/activities.

Section 12: 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.

ARTICLE VIII MEETINGS

Section 1: Regular meetings of this chapter shall be monthly after school on the 1st Friday of the month, unless an alternate date has been agreed upon and scheduled. Special meetings can be called by the president with the approval of the adviser.

Section 2: This chapter shall conduct its meetings according to Robert's Rules of Order. Each meeting must have a specific educational or service minded purpose.

Section 3: Members are expected to attend all chapter meetings. All meeting dates will be provided to members at the first general club meeting, and posted on Schoology; so that all members can plan accordingly.

ARTICLE IX, ACTIVITIES

Section 1: The chapter shall determine four or more service projects for each year, and one fund raising project. All chapter members are required to participate in fundraising projects.

Section 2: All members shall regularly participate in these projects.

Section 3: All members shall complete the following required hours annually:

- a: A minimum of Twenty-five hours per school year, with 5 of those hours being NHS sponsored projects.
- b: Community Service hours: voluntary work intended to help people / community in a particular area: unpaid work for the betterment of the community, school, and there institutions
- c: Bright Futures approved "Work Hours" are NOT community service hours and will not, in any-case be accepted towards the Community Service requirement for Bartram Trail National Honor Society.

Failure to meet these minimum required hours may lead to probationary status. Continued failure to meet expectations will result a review by the Faculty Council and possible dismissal from the club.

Section 5: 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 educational defensible; and be well planned, organized, and executed.

Section 6: Each member shall have the opportunity for choosing and participating in an individual service project 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 7: The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X1 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 Bartram Trail chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and have an active role in service and leadership to his/her school and community.

Section 2: If a member has more than 2 unexcused absences from a regularly scheduled meeting, he/she will be subject to probation. In addition, more than 2 excused absences monthly meetings could lead to the possibility of disciplinary action.

Section 3: If a member's cumulative grade point average falls below the standard in effect when he/she was selected of a 3.75, he/she will be given a written warning and one quarter 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 4: Students on "probationary status" during the 1st semester due to lack of service hours, MUST complete the required hours by December on the last day before Winter Break. If service hours are not completed, the Faculty Council will meet to discuss possible dismissal from NHS.

Section 5: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 6 below). 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 in the community.

Section 6: Offenders of the school/district code of conduct(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 code of conduct, the member may be considered for dismissal.

Section 7: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 8: In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. 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 has the opportunity to 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 wheter to dismiss. A majority vote is needed.

- c. 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.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provision of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 9: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate. Disciplinary infractions are discussed with Administration prior to sanctions.

ARTICLE Xii RATIFICATION, APPROVAL, AND REVIEW

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These by-laws shall be reviewed and if necessary, revised annually from the date of approval noted on this document.

ARTICLE Xlla AMENDMENTS

These bylaws may be amended by a two-thirds vote of the executive committee and Faculty Council, provided notice of the proposed amendment has been given to members at least one week prior to the vote. The exceptions are Article V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on: 6/10/2025

Bartram Sponsor and 2025-2026 Officers.

Chris Phelps, Principal

Kathleen Richards, Sponsor

Tessa Oeur, NHS President

Haley Austin NHS Vice President