



# CLOVIS HIGH SCHOOL

*Pride, Unity, and Excellence*

Chapter Bylaws  
of the  
Clovis High Chapter  
of the  
National Honor Society  
Adopted: September 6, 2019

**Stephanie Hanks**  
Principal

**Matt Hernandez**  
Deputy Principal

**Amanda Howes**  
Learning Director

**Sara McAvoy**  
Learning Director

**Jennifer Thao**  
Learning Director

**Demetra Vincent Walker**  
Learning Director

**Jesse Hardwick**  
Athletic Director

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Activities Director

*California State Distinguished School  
1986, 1993, 1999, 2003*

*National Blue Ribbon School  
1987, 1993*

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## ARTICLE I: NAME

The name of this chapter shall be the Clovis High School Chapter of the National Honor Society.

## 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 Clovis 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](http://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 3: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 4: Nondiscrimination. 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, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

## ARTICLE IV: MEMBERSHIP

Section 1. 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 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

a. Candidates eligible for selection 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 enrolled for a period equivalent to one semester at Clovis High School.
  - c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.7 on a 4.0 scale (unweighted).
  - d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Section 4. Members who resign or are dismissed for reasons mentioned above in Section 1 of Article IV are never again eligible for membership or its benefits.

#### 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 five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

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

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) may complete and submit the membership application and character recommendations (faculty input) for further consideration.
- c. The chapter advisor shall evaluate candidates determined to be scholastically eligible using the official rubric approved by the chapter advisor and principal.
- d. The chapter advisor shall review the candidate application, character recommendations (faculty input), optional essay, and other relevant information to determine those who fully meet the selection criteria for membership and make recommendations to the faculty council.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this 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 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 VI: OBLIGATIONS OF MEMBERS

Section 1. Each member of this chapter is required to participate in a minimum of one service project a year to be determined by the NHS members and the chapter advisor.

Section 2. Each member is required to perform additional service according to his/her own talents and interests. This is to total a minimum of 10 hours.

Section 3. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 4. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 5. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor sash at graduation.

Section 6. In addition, students must also maintain character that reflects positively upon Clovis High School, as well as the Clovis High School Chapter of the National Honor Society.

Section 7. NHS members will provide membership dues of \$10 to help cover the costs incurred by the national affiliation dues, and the member stoles, pins, medals, and patches, etc.

#### ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, Commissioner of Public Relations, and Commissioner of Community Service.

Section 2. Student officers shall be nominated and voted in by NHS members, under the supervision of the advisor.

Section 3. The President shall meet with the NHS advisor to plan meetings, chair all meetings, make, copy, and distribute the agenda to all members, coordinate with the executive committee, and liaison to CHS administration.

Section 4. The Vice President shall assist the President, chair all meetings that the President is unable to attend and oversee attendance.

Section 5. The Secretary shall keep the minutes of all meetings for a record of all business, which entail attendance, motions, topics, speakers, decisions, and actions.

Section 6. The Commissioner of Public Relations shall notify all NHS members or entire school to any or all NHS events, meetings, or obligations; shall use any or all methods deemed necessary (school announcements, fliers, notes, Cougars Growl, etc.) take pictures, and make sure that the NHS pictures is in the school yearbook. It is preferred that this position be a person currently enrolled in the yearbook class, but it is not mandatory.

Section 7. The Commissioner of Community Service shall coordinate community and school service events each year that are done by the chapter members as well as keep records of individual member hours of service rendered each year.

Section 8. 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.

Section 9: The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## ARTICLE VIII: MEETINGS

Section 1. There shall be regular meetings during the school year on days designated by the executive committee. Special meetings can be called by the president with approval of the executive committee.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

## ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service project for each 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 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 5. The chapter shall publicize and promote its projects in a positive manner.

## ARTICLE X: 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 Clovis High 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 grade point average falls below the standard in effect when he/she was selected (3.7), he /she will be given a written warning and a reasonable 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 includes consideration of dismissal from the chapter.

Section 3. 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 or in the community.

Section 4. Offenders of the school conduct code (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 conduct code, the member may be considered for dismissal.

Section 5. 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 6. 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 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 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 provisions 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 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### ARTICLE XI: 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, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.