**St. Petersburg Collegiate High School**

**National Honor Society Chapter Bylaws**

**2023-2024**

**ARTICLE I: NAME AND PURPOSE**

**Section l** - The name of this chapter shall be the Passion Chapter of the National Honor Society.

**Section 2** -The purpose of this chapter shall be to create an enthusiasm for scholarship, to promote worthy leadership, to stimulate a desire to render service, and to encourage the development of character in the students of St. Petersburg Collegiate High School.

**ARTICLE II: MEMBERSHIP**

**Section 1 -** The National Honor Society is a prestigious organization that focuses on scholarship, leadership, service and character; therefore, all students of St. Petersburg Collegiate High School are expected to be a member of the National Honor Society.

**Section 2** - Membership in this chapter shall be known as active.

**Section 3** – Eligibility

1. Candidates eligible for induction to this chapter must be members of the junior or senior class.
2. 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 St. Petersburg Collegiate High School.
3. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.0 and a weighted GPA of 3.5. This scholastic level of achievement shall remain fixed and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.
4. Candidates eligible for selection to the chapter shall not be on disciplinary probation.
5. **Candidates eligible for selection to the chapter shall be required to obtain a minimum of 20 service hours, 10 with NHS and 10 of their choice documented with the service coordinator for the activity**. Upon meeting the grade level, and GPA standard, candidates shall then be considered based upon their service, leadership, and character. **The accepted hours are those that are collected from August 1st to April 1st of the current school year.**

**Section 4:** All Seniors are required to participate in the NHS Induction Ceremony during the Spring of their Senior year. Seniors who volunteer with helping with planning, set up and break down will earn NHS hours. All other students will plan on attending the induction as a support group for the newly inducted Juniors. You must be dressed in appropriate attire as you will be seated in the audience with the other guests**.**

**Section 5:** Each member of NHS will have the opportunity to receive additional awards for exemplary service leadership. These will be awarded at our Junior/Senior Award Ceremony in the Spring- prior to graduation.

1. **Silver Award**- Students who earn the required 20+ hours of community service. This requirement is needed to receive the chords and stoles for graduating Seniors.
2. **Gold Award**- Students who earn 40+ hours of community service.
3. **Platinum Award**- Students who earn 60 + hours of community service.

**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 Advisers shall be non-voting.

**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 National Honor Society Application for further consideration for selection. c. The faculty of St. Petersburg Collegiate High School shall review the application in order to determine membership.

**Section 3** - The selection of new active members shall be held in the fall semester once a year; the induction ceremony will occur by the end of February.

**Section 4** -Candidates become members when inducted at the induction ceremony.

**Section 5** - Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

**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 or her membership and will be signed by the principal or chapter adviser.

**ARTICLE IV: DISCIPLINE AND DISMISSAL**

**Section 1** - Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the St. Petersburg Collegiate High School Chapter of the National Honor Society. A member of this National Honor Society is expected to maintain his or her academic standing and take an active role in leadership and service in his or her school and community.

**Section 2** - lf a member's cumulative GPA falls below the standard in effect when he or she was selected, he or she will be given a written warning and a time period (generally of one semester) for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

**Section 3** - lf a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

**Section 4** - Violation of the law or school regulations as outlined in the discipline policy of St. Petersburg Collegiate High School and St. Petersburg College can result in dismissal of a member. 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 at school-related activities.

**Section 5** - Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 6** - In all cases of pending dismissal: a. The member will receive written notification from the adviser or Faculty Council indicating the reason for possible dismissal. 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 or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether or not to dismiss the member. 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 by the Faculty Council to the student, his or her parents, and the principal. Dismissed members must surrender any membership emblems to the adviser. d. The Faculty Council's decision may be appealed to the principal and afterwards through the school district discipline policy.

e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

**ARTICLE V: OFFICERS**

**Section 1** - The officers of any chapter shall be president; vice president, treasure, secretary, historian.

**Section 2** - Student officers shall be elected during the second semester of the previous school year. All active 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 any 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. The following duties should reflect the responsibilities developed for officers in the local chapter:

**Section 4** - It shall be the duty of the president to determine meeting agendas; run chapter and executive board meetings; monitor members’ participation in meetings and activities and intervene as needed; and keep the advisor informed of any and all NHS-related activities, concerns, and ideas.

**Section 5** - The vice president shall keep the membership informed via website and other media; assist with planning and implementing all service projects and activities;

**Section 6**- The secretary shall take attendance at all meetings; collect documentation and update information.

**Section 7-** The historian shall document, via written word and photography, all NHS activities, including service projects, mentor-mentee socials, inductions, etc.; collect memorabilia from NHS activities as appropriate (induction ceremony programs, for example); and compile documentation in a clear and organized fashion.

**Section 8** - The treasurer shall document the credits and debits for the NHS account, maintain a budget, and all other duties as required.

**ARTICLE VI: EXECUTIVE COMMITTEE**

**Section l**-The executive committee shall consist of the faculty advisers and the chapter officers.

**Section 2** - The executive committee shall 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 VII: MEETINGS**

**Section l** - Meetings of this chapter shall be monthly NHS Meetings will henceforth be held in Room 202, on the first Tuesday of each month during Club Week from 12:30-1:00pm. Attendance will be strictly monitored and enforced**.**

**Section 2** - All chapter members are expected to attend all regularly scheduled chapter meetings.

**Section 3** - NHS Members that accumulate 2 unexcused absences shall be put on probation and both the student and parent will be notified. One more unexcused absence shall result in dismissal of the student from the club

**Section 4** - - Members must obtain approval for absence of meetings 48 hours in advance from the sponsoring faculty member

**ARTICLE VIII: ACTIVITIES**

**Section l** - The chapter shall determine one or more service projects for each semester.

**Section 2** - Every NHS Member will make every effort to participate in the NHS Sponsored events

**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.

**ARTICLE IX: DUES**

**Section 1** - Annual dues for this chapter shall be **$ 25.00 for Juniors and $65.00** for seniors.

**Section 2** - Dues will be payable to the Administrative Services Specialist by a posted due date.

**ARTICLE X: POWERS**

**Section 1** - The chapter advisers are 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.

**ARTICLE XI: AMENDMENTS**

**Section l** - These bylaws may be amended by a two-thirds vote of the executive committee, provided notice of the proposed amendment has been given to members. 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** - Bylaws and amendments must be consistent with the constitution of the National Honor Society.

**Section 3** - Each member of NHS will have the opportunity to receive additional awards for exemplary service leadership. These will be awarded at our Junior/Senior Award Ceremony in the Spring- prior to graduation.

1. **Silver Award**- Students who earn the required 20+ hours of community service. This requirement is needed to receive the chords and stoles for graduating Seniors.
2. **Gold Award**- Students who earn 40+ hours of community service.
3. **Platinum Award**- Students who earn 60 + hours of community service.

**Date of last approved revisions: 8/18/20219**

**Signatures:**

Chapter President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Vice President:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Secretary:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Treasurer:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Historian:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Faculty Council Member:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Council Member Chapter Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Council Member Chapter Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NATIONAL HONOR SOCIETY**

*St. Petersburg Collegiate High School*

***Officer Application***

**Dates to Remember**

|  |  |
| --- | --- |
| ~~MARCH 3, 2020~~  ~~Due March 20th~~ | Applications Available at general meeting and in SS218 |
| ~~MARCH 20, 2020~~ | Officer Speeches Due |
| ~~MARCH 23 – APRIL 7~~ | On Campus Campaigning |
| ~~April 7, 2020~~ | Officer Speeches/Elections in the General Meeting |



Dear Prospective NHS Officer:

Please take a few minutes to carefully read all the materials in this packet. It contains information for you and your parent(s) to read regarding our expectations as an officer of St. Petersburg Collegiate High School’s National Honor Society. We believe it is best for student leaders to know what is expected of them before they choose to run for office.

As an NHS officer, you will be a student leader on campus and a visible role model. If you are successful in your application for office, you must maintain high standards of conduct, attendance, and school spirit during your tenure in NHS. NHS officers are required to exhibit the highest standards of moral and ethical character while serving as a role model to fellow students.

You will also be assuming a variety of responsibilities. You will be expected to attend all meetings and activities sponsored by NHS. You will be expected to participate in a variety of service projects that fellow officers agree to sponsor throughout the school year.

If you are elected, you will be required to attend officer meetings. Meeting day and times are too be determined. These meetings are extremely important in planning and implementing activities and managing events that can have a positive and meaningful impact on our campus. You will be directly managing up to 150 students who are members of NHS and who are looking to you for guidance and support. Our mission is to support all SPCHS students and provide a strong example of scholarship, leadership, service, and character.

Most importantly, your tenure as an NHS Officer will likely be one of the most rewarding and memorable experiences of your high school career. You will have the opportunity to be involved in a group that has the potential to be highly effective as a decision-making body, planning and creating events and demonstrating the meaning of compassionate acts of kindness.

If you have any questions or concerns about the duties and responsibilities outlined in this packet, please contact Ms. Giles at [giles.raquel@spcollege.edu](mailto:giles.raquel@spcollege.edu).



**NHS Officer Job Descriptions:**

## Article VIII – Chapter Officers

The chapter officers consist of a president, vice-president, secretary, treasurer, historian and parliamentarian. The officers are to be elected by the membership in the spring of each year and are to serve as outstanding role models to the members and the student body. **NHS officer candidates must fill out a nomination form and deliver a campaign speech of no more than 200 words to their peers. A majority vote must be cast to elect any officer to the SPCHS Chapter of NHS.**

## Section 1 – President

It shall be the duty of the president to preside over meetings, set agendas for the meetings, coordinate work, function as an intermediary, represent chapters at other meetings as required, take ultimate student responsibility for all chapter functioning, and lead the club in the revision of the National Constitution.

## Section 2 – Vice President

The vice-president shall fulfill the duties of president as circumstances require, oversee the number of community service hours rendered and monitor the mentor program, while evaluating the need for developing new committees to help with the smooth functioning of the chapter. Vice President also assists in Public Relations for NHS.

## Section 3 – Secretary

The secretary shall take minutes of all meetings, maintain accurate electronic records, maintain club rosters, and oversee publicity of chapter event and correspondence.

## Section 4 – Treasurer

The treasurer shall develop and maintain all financial records, communicate with the principal to manage the NHS account and purchase orders and oversee all chapter fundraising activities.

## Section 5 – Historian

The historian shall maintain the club’s website, mentor program sign ups, update the calendar and manage the submission of photos by members as part of their service requirement. At the induction ceremony, the historian will prepare a slideshow highlighting community service events over the past year.

## Section 6 – Parliamentarian

The parliamentarian shall record and coordinate membership, check mandatory attendance, and keep accurate electronic records of community service hours. This job requires weekly filing of service hours and sending out notices of hours not served.

# Please select the position to which you are applying.

# President

# Vice President

# Secretary

# Treasurer

# Historian

# Parliamentarian

## RULES & ELECTION GUIDELINES

1. Candidates must complete all sections of this application
2. An unweighted GPA of 3.5 must be maintained your entire time in office. Candidates must

maintain a record of outstanding citizenship and follow all PCS/SPC and SPCHS rules as outlined in the Pinellas County Student Code of Conduct and BOT Rules.

1. All NHS Officers must be able to meet for officer meetings. Once you are elected, failure to perform your responsibilities as mentioned on page 3 may result in program suspension.
2. Applications must be submitted to Ms. Giles by March 23rd.

## GUIDELINES FOR CAMPAIGNING

1. On-campus campaigning may only be done during the set dates: Monday 3/23– Friday 4/7.
2. No negative campaigning of any type will be tolerated, this includes online campaigning. Negative remarks or actions that target another student’s campaign will disqualify you from the election.
3. If hanging anything on the glass around school: Painters tape only. No duct tape.
4. All campaign materials must be purchased, the Activities Office/school will not provide any students with campaign materials.
5. All campaign posters, fliers, etc. must be removed by 2:00 pm on April 7, 2020, the day of the election.

## I understand I must follow all of the above rules & guidelines, and if I break any of these rules, I will be disqualified.

Student Signature Parent Signature

**Faculty Recommendation**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## SPCHS/SPC Faculty: Your signature is an endorsement of this candidate as a qualified and deserving representative to serve as a National Honor Society Officer for the 2020-21 school year. In signing below, you are expressing confidence in this candidate’s ability to conduct the business required by the SPCHS Chapter of National Honor Society.

signature of teacher here

## CLASS TEACHER IN GOOD STANDING?

1.

2.

3.

4.

5.

6.

# APPLICATION QUESTIONS

1. In 25 words or less, describe why you would make an outstanding NHS officer.
2. List 2 areas within the NHS program that you feel are functioning well.
3. List 2 areas of the NHS program that you feel could be improved.

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# ELECTION SPEECH (200 WORDS MAX)

Please submit your speech to be recited at the election ceremony. You will recite this speech on April 4th 2023 during the NHS general meeting.

* Each junior member will vote for one candidate for each office at the April general meeting.
  + Members must be present at the meeting to vote