

**Chapter Bylaws**  
**Of the Gateway College Preparatory School Chapter**  
**Of the**  
**National Honor Society and National Junior Honor Society**  
**Adopted: 2010**  
**revised 3/2016**

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**TABLE OF CONTENTS**

<b>Article I</b>	<b>Name</b>
<b>Article II</b>	<b>The general purpose of the group</b>
<b>Article III</b>	<b>Powers vested in the organization</b>
<b>Article IV</b>	<b>Membership Definitions</b>
<b>Article V</b>	<b>Selection of Members</b>
<b>Article VI</b>	<b>Obligations of Members</b>
<b>Article VII</b>	<b>Officers</b>
<b>Article VIII</b>	<b>Meetings</b>
<b>Article IX</b>	<b>Activities</b>
<b>Article X</b>	<b>Discipline and Dismissal</b>
<b>Article XI</b>	<b>Ratification/Approval</b>
<b>Article XII</b>	<b>Amendments</b>

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**ARTICLE I: NAME**

The name of this chapter shall be the **Gateway College Preparatory High School Chapter/Gateway College Preparatory Jr High Chapter** of the National Honor Society of the Gateway College Preparatory School.

**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 Gateway College Preparatory High School/Junior High School.

**ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS/NJHS

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.

Section 4: Non-discrimination. Our chapter of NHS/NJHS 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, sex (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 graduate**. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

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Section 3: Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class (NHS) or enrolled in grades 7-8 (NJHS).
- 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 Gateway College Prep.
- c. Candidates eligible for election to the chapter shall have a 3.5/4.0 grade point average.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character by an anonymous faculty council.

**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, non-voting, ex-officio member of the Faculty Council. The top three highest ratings may be used for consideration in selecting members.

Section 2: The selection of active members shall be held once a year during the second semester of the school year for sophomores and juniors. During the second semester, members who are selected and inducted the previous year will engage in a “member review” with the executive committee in order to continue membership. They will not go through a repeated application process.

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

- a. Students’ academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified by the Chapter Adviser or any chapter officer.
- c. The Faculty Council shall be requested to evaluate candidates determined to be scholastically eligible using the four criteria for selection: scholarship, service, leadership, and character.
- d. The Faculty Council shall review the Student Candidate Form and any other accompanying documentation to determine eligibility for membership.

Section 4: Candidates are notified of acceptance by letter and inducted at a special ceremony in the spring.

Section 5: An active member of the National Honor Society/National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

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Section 6: An active member of the National Honor Society/National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Executive Board 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: Annual dues for this chapter shall be 20.00.

Section 2: 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 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stoles at Graduation. Honor cords and medallions will be awarded according to outlined procedures presented each year.

**ARTICLE VII: OFFICERS**

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, parliamentarian, and historian.

Section 2: Student officers shall be elected near the last meeting of each school year and inducted with new members. Only members in good standing and entering into their Senior year may run for office. Any active member can nominate an eligible member as a candidate for office.

Section 3:  
NJHS - Officers are selected by secret ballot and majority vote at a designated meeting in the spring semester. Only rising 8th graders may vote with the exception of the presiding officers and chapter sponsor.

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NHS - At a designated meeting in the spring semester, all NHS officers will be elected. Only juniors (rising seniors) may run for office and all members may vote for officers. Students who run for an office must give a speech to those in attendance at the meeting. Officers are chosen to positions based on the following formula:

$GPA \times 4 + \text{Faculty rating total} \times 2 + \text{Total Votes}$

The executive board may advise the Chapter Sponsor in the assignment of executive positions. If an officer position becomes vacant mid-year then the chapter adviser is allowed to choose a replacement.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, install the new members by oath, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. The Vice President is the Custodian of the Official Binder for the chapter. The Vice Presidents will keep track of all service projects. The Vice President shall approve and oversee the organization of each service project.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence and submit an annual report. The Secretary will keep the record of hours served by each member.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: The Parliamentarian shall insure the following of the by-laws and Robert's Rules of Order, providing the president with procedural advice, as well as, monitor membership in accordance with the Honor Code.

Section 9: The historian shall keep track of activities and achievements associated with the organization. The historian will take pictures and prepare written reports which will provide documentation of events.

Section 10: 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.

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**ARTICLE VIII: MEETINGS**

Section 1: Regular meetings of this chapter shall be decided by the President and communicated to the group. Special meetings can be called by the president with approval of the adviser.

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. If a member fails to attend a mandatory meeting he/she will receive one (1) written warning notification. Frequently absence from meetings is grounds for dismissal.

**ARTICLE IX: ACTIVITIES**

Section 1: The chapter shall determine one or more service projects for each year that benefit the entire school. In addition, the chapter will provide leadership and ongoing help to the school upon request.

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, 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: If a member fails to attend a mandatory NHS sponsored activity for which he/she committed to attend without prior arrangements for adequate coverage, he/she will receive one (1) written warning notification.

Section 6: The chapter shall publicize and promote its projects in a positive manner.

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**ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Gateway Prep High School 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 (3.5), 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 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 5 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: If a member receives two (2) written warning notifications he/she will be considered for dismissal.

Section 6: 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 7: In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/President and delivered by the Parliamentarian indicating the reason for consideration of dismissal. The officers of the chapter may recommend a disciplinary hearing before the Faculty Council, but the recommendation is not necessary for one to take place.
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Executive Board prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the



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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 Executive Board will then vote on whether to dismiss.

c. The results of the Executive Board vote will be presented to the Adviser 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 Executive Board'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/National Junior Honor Society.

Section 8: In lieu of dismissal, the Executive Board 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.

**ARTICLE XII: AMENDMENTS**

These by-laws may be amended by a 2/3rds 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 V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).

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**Chapter President**

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**Chapter Vice President**

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**Chapter Secretary**

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**Chapter Treasurer**

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**Chapter Parliamentarian**

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**Chapter Adviser(s)**

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**Principal**

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**2015-16 NHS FACULTY COUNCIL:**

TIM JONES AND DESIGNATED HS TEAM MEMBERS

**2015-16 NJHS FACULTY COUNCIL:**

MARK ENO AND DESIGNATED TEAM MEMBERS

**NHS ADVISER(S):** MARK STROUBE AND NICOLE PHILLIPS

**NJHS ADVISER(S):** KIM CONDIT