

**BYLAWS FOR THE  
ACADEMY OF THE CANYONS CHAPTER  
OF THE  
NATIONAL HONOR SOCIETY**

**ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this chapter shall be the Academy of the Canyons Middle College High School Chapter of the National Honor Society.

**Section 2.** The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to inspire fellowship amongst peers, and to encourage the development of character in students of Academy of the Canyons Middle College High School.

**ARTICLE II: MEMBERSHIP**

**Section 1:** Membership in the chapter shall be known as active, and graduate. Active members become graduate members at graduation. Graduate members shall 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 upon the criteria of scholarship, leadership, service and character.

**Section 3: Eligibility**

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior classes at Academy of the Canyons.
- b. Candidates eligible for selection to membership in the chapter shall have a minimum cumulative Grade Point Average of 3.5 in their ninth, tenth, eleventh and twelfth grade years of high school (out of a 4.0, unweighted grade point average). All students who are able to achieve this level of scholarship or higher may be considered for candidacy for selection to membership.
- c. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based upon their service, leadership and character.

**Section 4:** All active chapter members are required to complete community service hours.

- a. All members must participate in a service project for the chapter for at least two hours per semester.
- b. All members shall be responsible for dedicating ten hours to volunteer work within the school or community each semester. These ten hours do not include hours from service project(s).
- c. All chapter members are responsible for logging the twelve minimum hours (10 volunteer, 2 service project) and providing a date and signature that verifies participation.

**Section 5:** All active members are highly recommended to participate in chapter fundraisers and pay the yearly contributions that go to fund the chapter and its functions.

**ARTICLE III: SELECTION OF MEMBERS**

**Section 1:** The selection of members to this chapter shall be by majority vote of the Faculty Council consisting of five faculty members appointed by the chapter advisor.

**Section 2:** Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. The Faculty Council shall review students who are eligible scholastically in order to determine membership.
- c. If the Faculty Council determines that more information is necessary to determine a candidate's election to membership, eligible students shall be requested to fill out a Student Activity Information Form.

**Section 3:** The selection of new members shall be made within the first grading period of each school year.

**Section 4:** Candidates selected for membership shall become members at a special ceremony, presided over by the school principal and/or chapter advisor.

**Section 5:** An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal or chapter advisor.

**Section 6:** An active member of the National Honor Society who transfers to Academy of the Canyons will be automatically accepted for membership in this chapter, upon providing a letter verifying their membership from their previous advisor. This member will have one semester to fulfill the membership requirements for this chapter and must maintain those requirements in order to retain his/her membership.

**Section 7:** Any eligible member who has declined the invitation to become a National Honor Society member for two consecutive years will not be asked to join the third year.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

**Section 1:** Any member who falls below this chapter's standards of scholarship, leadership, service and character may be dismissed from the Academy of the Canyons Middle College 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 in his/her school and community.

**Section 2:** If a member's cumulative grade point average at Academy of the Canyons falls below the required 3.5 standard on a 4.0 scale, he/she will be given a written warning and one semester to show improvement.

**Section 3:** If the cumulative grade point average remains below the standard at the end of the one semester warning period the student will be subject to further disciplinary action by the Faculty Council, including possible dismissal from the chapter.

**Section 4:** If dismissal from the chapter is confirmed by the Faculty Council, that dismissal will be considered as effective as of the beginning of the semester upon which the student was placed on probation. Once dismissed, the student is not eligible to become a member in future years.

**Section 5:** While a student is under probation they are expected to continue to fulfill member obligations, including participation in chapter fundraisers and service projects. Should a student fail to meet these requirements while on probation, they will be subject to dismissal by the Faculty Council, regardless of progress made in their grade point average during the probationary period. That dismissal shall be considered effective as of the beginning of the probationary period.

**Section 6:** Violation of the law or school policies may result in the dismissal of a member. These violations may include, but are not limited to, cheating, stealing, destruction of property, sexual harassment, acts of violence, and the possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

**Section 7:** Offenders of school conduct policies will receive written warning notification. Such offenses include, but are not limited to, the use of profanity, defiance, and excessive tardies or trancies.

**Section 8:** After a warning has been given a conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of school policies the member may be dismissed.

#### **ARTICLE V: Election Criteria**

**Section 1:** The officers of the chapter shall be President, Vice President, Secretary, Treasurer, Sophomore Class Liaison and Junior Class Liaison.

**Section 2:** All officers except for the President (Vice President when 2/3 vote is not met) shall be elected within the fall semester to serve until June of that same school year. All officers are eligible for reelection.

**Section 3:** The President of the Chapter shall be elected at the last regular meeting of the spring semester to serve for the following year.

#### **Section 4: Election Criteria for President**

a. The candidate must be a student at Academy of the Canyons and an active member of the chapter for at least one year.

- b. Candidates must be in good academic standing (with a GPA of at least or more than 3.5 on a 4.0 unweighted scale).
- c. Only members of the chapter that are returning as active members the following year are eligible to vote for the Chapter President.
- d. At least half of the chapter's returning active members must vote in an election in order for the election to be considered valid. If a first vote does not yield 2/3 vote, a second vote shall be taken of the two candidates receiving the highest number of votes. If only two members received the highest number of votes and neither received 2/3 then the highest will be president and the runner-up will be deemed vice president for the following year.
- e. Applicants for President must make their candidacy known at least one week prior to the election.
- f. Applicants for President cannot be on either the Executive Board of the school's Associated Student Body nor be the Editor-in-Chief of AOC Yearbook.

#### **Section 5: Election Criteria for Vice President, Secretary and Treasurer**

- a. The candidate must be a student at Academy of the Canyons and an active member of the chapter for at least one year.
- b. Candidates must be in good academic standing (with a GPA of at least or more than 3.5 on a 4.0 unweighted scale).
- c. A majority of votes of the chapter members present shall be necessary to elect these officers.
- d. All active members of the chapter are eligible to vote for these officer positions.
- e. At least half of the chapter's active members must vote in an election in order for the election to be considered valid. If a first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.
- f. All officers are permitted to vote in elections.
- g. Applicants for Vice President, Secretary, and Treasurer cannot be on either the Executive Board of the school's Associated Student Body nor be the Editor-in-Chief of AOC Yearbook.

#### **Section 6: Election Criteria for Sophomore and Junior Class Liaisons**

- a. Class Liaisons must be a member of their respective class at Academy of the Canyons. Candidates must be in good academic standing (with a GPA of at least or more than 3.5 on a 4.0 unweighted scale).
- b. Only members of the represented class may vote in the election of the respective class liaison.
- c. At least half of the chapter's active members within the respective class must vote in an election of a class liaison, in order for the election to be considered valid. If a first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.
- d. Elections for class liaisons should occur at the same time as elections for Vice President, Secretary and Treasurer.

### **ARTICLE VI: OFFICER DUTIES**

#### **Section 1: The duties of the President**

It shall be the duty of the President to preside over the meetings for this chapter, in full accordance to *Robert's Rules of Order* as prescribed by the National Honor Society Constitution; to oversee the general operations of the chapter; to assist in the induction of new members; to make amendments to the chapter's constitution in collaboration with the chapter advisor when necessary; and to coordinate the community volunteer projects of the chapter, including at least one major project each semester.

#### **Section 2: The duties of the Vice-President**

It shall be the duty of the Vice President to represent the Honor Society at regular meetings of the Associated Student Body; to oversee public relations and publicity for the chapter; to manage the AOC National Honors Society official website; to help coordinate the community service projects of the chapter,

including at least one major project each year; and to preside over meetings in the absence of the President.

**Section 3: The duties of the Secretary**

It shall be the duty of the Secretary of the Chapter to keep the minutes of the Executive and chapter meetings and submit them to ASB; to make the agenda for the monthly chapter meetings, to keep record of member's community service and volunteer hours; to act as the official historian for the chapter; and to assist in publicizing the chapter and its activities.

**Section 4: The duties of the Treasurer**

It shall be the duty of the Treasurer to keep record of the chapter income, expenses, budget, and financial transactions of the chapter, to record the expenditures at all executive meetings and to submit the expenditures at the monthly chapter meeting. They are also to oversee the creation of fundraisers on a semester basis.

**Section 11: The duties of the Sophomore Class Liaison**

It shall be the duty of the Sophomore Class Liaison to represent the interest of Sophomore class members of the Chapter to the Executive Committee; to help coordinate the community service projects of the chapter, including at least one major project each year; to assist with publicizing the chapter and its activities; and to coordinate donation drive events every semester in collaboration with the Junior Class Liaison.

**Section 12: The duties of the Junior Class Liaison**

It shall be the duty of the Junior Class Liaison to represent the interest of Junior class members of the Chapter to the Executive Committee; to help coordinate the community service projects of the chapter, including at least one major project each year; to assist with publicizing the chapter and its activities; and to coordinate donation drive events every semester with the Sophomore Class Liaison.

**Section 13:** Officers may be removed by the Faculty Council or school principal for any of the following reasons: failure to perform the duties of their office, committing any offence which would make them eligible for disciplinary action by the chapter, or committing any action which compromises academic integrity.

**Section 14:** If an officer is removed by the Faculty Council, or chooses to step down from their position, or cannot serve in the capacity they have been elected to, the Faculty Council may appoint a qualified member of the Chapter to fill that position or call for a special election as they see fit.

**ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1:** The executive committee shall consist of the Chapter Advisor and all chapter officers.

**Section 2:** The executive committee shall have general charge of the meetings and the business of the chapter, including a yearly budget. All expenditures will be reviewed by and approved by the Executive board.

**Section 3:** Any action by the executive committee is subject to the review of the chapter members.

**Section 4:** The Executive Committee shall hold at least one meeting per month, beyond the normal Chapter Meetings.

**Section 5:** The Executive Committee is responsible for recording all community service hours completed by the Chapter's members every semester. A masterlist of all updates regarding service hours, GPA, and other regulatory information should be done in collaboration among the Executive Committee and updated frequently (at least once every semester).

**ARTICLE VII: MEETINGS**

**Section 1:** Meetings of this chapter shall be conducted monthly, according to a schedule produced by the executive committee, and subject to review by the chapter members.

**Section 2:** This chapter shall conduct its meetings according to *Robert's Rules of Order*, in accordance to the National Honor Society Constitution and the Chapter Bylaws.

**Section 3:** All chapter members are required to attend all regularly scheduled chapter meetings, unless otherwise excused by the chapter advisor.

**Section 4:** Any member who misses two or more consecutive regular in-person meetings, without notifying the chapter advisor in advance as to the nature of the absence, will be subject to removal from the chapter.

### **ARTICLE VIII: ACTIVITIES**

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

**Section 2:** All members shall 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 faculty and administration; be considered an event, a planned public or social occasion that happens of special importance; be appropriate and educationally defensible; be well-planned, organized and executed; and be authorized by the chapter advisor.

**Section 4:** If a member is interested in substituting an event—that meets the requirements listed above—in place of an official service project, he/she must have the event authorized by the chapter advisor.

**Section 5:** Failure to participate for at least two hours in such events might result in probation or removal from the chapter.

### **ARTICLE IX: EMBLEM**

**Section 1:** Each member of this chapter, who is in good standing with regard to membership standards and obligations, shall have the privilege of wearing the emblem adopted by the National Honor Society.

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

**Section 3:** Chapter members who are seniors, and who have been in good standing with the chapter for a minimum of four semesters shall be granted the privilege of wearing the honor chords (upon selection by the chapter advisor) at the time of graduation.

### **ARTICLE X: MONETARY CONTRIBUTIONS**

**Section 1:** Annual contributions for the chapter shall be ten dollars.

**Section 2:** Annual contributions will be payable to the chapter advisor within thirty days of: 1) induction into the chapter or 2) the first chapter meeting of the school year.

### **ARTICLE XI: POWERS**

**Section 1:** The chapter advisor is 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, and clarify for this chapter, 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 XII: AMENDMENTS**

**Section 1:** These Bylaws may be amended by a 2/3 vote of the chapter, provided that notice of the proposed amendment(s) has been given to members at least one month prior to the vote.

**Section 2:** Any revisions to these Bylaws must also obtain the approval of the Faculty Council and school principal.

**Section 3:** Bylaws and amendments must be consistent with the Constitution of the National Honor Society.

**Section 4:** All amendments to these bylaws approved by the chapter, faculty council, and principal shall be considered to be effective immediately, unless such changes would be detrimental to the current status of

chapter members. In such a case, current members would be considered exempt from the new requirements until the beginning of the next school year

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