

SJVS National Honors Society Bylaws

Our Mission:

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

Article I- Executive Branch

Section 1: Offices. The four (4) Officers of the Executive Branch of National Honor Society shall be the President, the Vice-President, the Secretary, and the Treasurer.

Section 2: Elections. They will be appointed based on Sponsor's nominations.

Section 3: Qualifications. Any member who seeks to become an officer of National Honor Society must be able to provide evidence of being in good academic and disciplinary standing. Officers elected will have provided a completed application along with letters of recommendation from teachers (non-relatives).

Section 4: Officer Duties and Responsibilities:

a. President: The President of NHS shall:

- Preside over all meetings.
- Serve as facilitator for the planning of on-campus and off-campus activities and events, in accordance with the Mission of NHS.
- Act as the official representative of NHS.
- Be replaced by the Vice-President if impeached or withdrawing from the school.
- President must attend and act as Ambassador in all interclub meetings.
- Responsibilities in Meetings: (1) determine the agenda/itinerary for each mandatory monthly meeting, (2) promote events, generate enthusiasm, and propose future activities to Sponsors.

b. Vice-President: The Vice-President of NHS shall:

- Vice-President will collaborate with the President, as well as share the Presidential duties mentioned above at Sponsor's discretion.
- Create and MAINTAIN sign-up sheets for upcoming events and activities.
- In the absence of the President, Vice-President will serve as acting President.
- Will be sworn in as President in the event of withdrawal or removal of appointed President.

c. Secretary: The Secretary of NHS shall:

- Maintain all official records of NHS- especially service hours.
- Keep the minutes of all meetings.
- Come early for meetings and review the Agenda
- Generate and maintain current membership database.
- In absence of President and Vice-President, serve as acting President.

d. Treasurer: The Treasurer of NHS shall:

- Collect member dues in coordination with the secretary and Sponsor.
- Write receipts for all monies collected
- Maintain financial records with the Sponsor.
- Collect and count money for all NHS fundraisers.
- Be a general help to Sponsors and Officers.

ALL OFFICERS

- Attend officer meetings.
- Keep in close contact & communication with Ms. Baker & Ms. Guttinger
- Talk with business and organizations to gain partnerships and possible donations.
- Contact volunteers to remind them of sign-ups.
- Contribute ideas for new service projects.
- Attend all meetings, large fundraisers, and Induction Ceremony.

Section 5: Term: The term of all offices is one (1) academic school year.

Article II- Sponsor

Section 1. In accordance with St. Johns County School Board Policy, the National Honor Society must have a faculty member serve as National Honor Society's sponsor for a term of no less than one academic year.

Section 2: Duties. The Sponsor shall advise National Honor Society in all aspects of its operation. National Honor Society Sponsor should attend and supervise all meetings and events of National Honor Society, as well as chaperone travels.

Article III- Constitutional Bylaws

Section 1: Meetings. National Honor Society will meet once a month, or at the discretion of the Supervising Sponsor. National Honor Society meetings may occur more frequently depending on the holidays and events of certain months.

Section 2: Grade Requirement. Members are required to maintain a 3.5 cumulative GPA.

Section 3: Dues. National Honor Society membership fee is \$20. This includes, but is not limited to, refreshments at the Induction as well as membership t-shirts to wear at special events and activities. It also helps support various service projects, transportation, and any additional expenses that may arise.

Section 4: Attendance. Officers should be in attendance at every meeting unless prior notification of absence is given. Officers can miss no more than two (2) mandatory meetings per school year. NHS members are only allowed 2 absences in one school year before their membership is put on a probationary status.

Section 5: Chapter Projects. The National Honors Society requires all chapters to conduct a Chapter Service Project annually. Members are required to participate at that Service Project. If they cannot attend the Chapter Service Project, then they will need to submit an additional 3 hours of service to their individual service hour logs.

Section 6: Service Hours. In addition to the yearly chapter service project, section 4 of Article XIV of the National Constitution speaks of each member's responsibility to engage in a service project developed from his or her own talents and interests. SJVS NHS Members are required to report at least 10 hours of service per year. At each monthly meeting, opportunities for service and suggestions will be presented.

To report hours, visit: <https://tinyurl.com/ServiceHourTrackingForm>

Article IV: NHS National Constitution

To access the National Constitution of the National Honors Society, please click on the following link: <https://www.nhs.us/about/constitution-governance/nhs-national-constitution/>