



Illini Bluffs CUSD #327 – High School

*Timber Chapter of the National Honor Society*

9611 S Hanna City – Glasford Rd, Glasford, IL 61533

Character

Scholarship

Leadership

Service



Chapter Bylaws  
IBHS Timber Chapter  
Of  
National Honor Society  
Adopted: May 18, 2018

ARTICLE I: NAME

The name of this chapter shall be the IBHS Timber Chapter of 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, to encourage the development of character and community in students of Illini Bluffs Community School District #327.

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: This chapter will remain an active member of the state association, Illinois Region 5, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. The chain of command leading up to the principal is as follows: Adviser; Principal.

Section 5: Non-discrimination. 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, sex (gender), sexual orientation, 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 Character, Scholarship, Leadership, and Service.

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.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, and 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 Illini Bluffs Community Unit School District #327.
- c. Candidates eligible for election to the National Honor Society shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale. The IBHS Timber Chapter of National Honor Society requires a 3.50 minimum GPA.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their character, leadership, and service.

## 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.

Section 2. The selection of active members shall be held once a year during the first 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) shall be notified and asked to complete and submit the Application for Consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidate Application, faculty evaluations, essays, external recommendations, and other relevant information to determine those who fully meet the selection criteria for membership.

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

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 when requested.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter upon request with a letter from the previous school's transcripts with stating their membership in good standing with NHS. The Faculty Council shall grant to the transferring member after 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 [*Review this content with extra care.*]

Section 1. Annual dues for this chapter shall be \$20.00. Dues will be payable to the chapter within 30 days of the first all member meeting.

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 and their National Honor Society shirt at all events and obligations.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. Members who withdraw, resign, or are dismissed will be permanently removed from the National Honor Society Registry and not be allowed to be a part of the National Society Organization from that day forward.

Section 4. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords or tassel (whichever is designated by the principal) at graduation.

Section 5. Being a part of the IBHS Timber Chapter is an honor and should be acknowledged by attending all mandatory meetings and projects as designated by the chapter calendar. There will be both mandatory and opportunity based projects to attend and forms to fill out. Once a commitment is made by the member it is expected for the member to honor that commitment. Failure to honor any opportunity a member has signed up for will cost a member a point.

Section 6. If there is a conflict within the school due to extra-curricular commitments, games, plays, concerts, etc., **excluding practices**, these will take priority over NHS meetings/obligations without prejudice if the member gives 24 hour advance notice to adviser. If no 24 hour advanced notice is given all rules apply in Section 8.

Section 7. Any outside school activity, intermural, league or travel sports, work conflicts, medical or other appointments, etc., the member will need to make-up for missed meetings/obligations and 24 hour advance notice will need to be given to the adviser. If no 24 hour advance notice is given all rules apply in Section 8.

Section 8. In case of an \*extreme emergency, an exception might be made with the following consequences:

- Excused from a mandatory meeting/obligation one per calendar year – no action will be taken if given 24 hour notice and approval by Adviser.
- Excused from a non-mandatory commitment two per calendar year – no action will be taken if given 24 hour notice and approval by Adviser.

- NON-EXCUSED ABSENCES will result in the removal of a point for each instance.
  - The first unexcused absence will result in a verbal warning by the Adviser.
  - The second unexcused absence will result in the loss of 1 point.
  - The third unexcused absence will result in a loss of 2 points, the member is no longer in good standing, and a meeting with the Adviser will be made to discuss restitution for reinstatement to good standing plus the availability to gain 1 point.
  - The fourth unexcused absence will be a loss of 3 points, member no longer in good standing, and a written letter will be sent to the member and parents stating the reason(s) the member is being brought before the executive board to determine their discipline and the possibility of being brought before the facility council for further discipline/dismissal actions.

(\*please note: extreme emergencies are determined on a case by case basis and can only be approved by the adviser or principal. In most instances an extreme emergency will be defined as an extraordinary or exceptionally serious unexpected situation requiring immediate action.)

## ARTICLE VII: OFFICERS [*Review this content with extra care.*]

It is best for student leaders to know what is expected of them before they choose to run for office. This is not a position to be taken lightly. As a Timber Chapter officer, you will be a student leader at school 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. Timber Chapter 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 this chapter. You will be expected to participate in a variety of service projects that the executive committee agree to sponsor throughout the school year. If you are elected, you will be required to attend executive meetings every week before school, after school or during a weekend, whichever works best for the executive committee as a whole. These meetings are extremely important in planning and implementing activities and managing events that can have a positive and meaningful impact on our school and chapter. You will be directly managing members of NHS who are looking to you for guidance and support. Our mission is to support all Illini Bluffs students and provide a strong example of character, scholarship, leadership, and service. Most importantly, you will have the opportunity to be involved in a group that has the potential to be highly effective as a decision-making body, helping plan and creating events and demonstrating the meaning of compassionate acts of kindness.

Section 1. The officers of the chapter shall be president, vice president, press secretary, liaison, and council organizer. All offices must be filled by either election or through placement by the adviser.

Section 2. Student officers shall be elected in March of each school year. Junior and Senior members in good standing with the chapter are eligible to run for a position as an officer. Only those members who will be seniors the following year can run for President and Vice-President. Members in good standing fill out a nomination form to be placed on the voting ballot.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, the decision will be made by either the adviser or then president of the Timber Chapter, whichever is most qualified to make that decision.

Section 4. It shall be the duty of the Timber Chapter President to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions. It is the duty of the President to oversee all committees and keep abreast of all areas of involvement with the Timber Chapter, school, community events and services. The President is to work with the adviser in the

organizing and running of the induction ceremony, including all practices, speeches, programs, announcements, etc..

Section 5. The Vice-President shall preside in the absence of the president, to serve as a representative of the chapter at the school and community functions, and keep tabs on the Timber committees and their follow through on their projects. It is the duty of the Vice-President to Chair the School Spirit Committee to improve school spirit within the Illini Bluffs High School.

Section 6. The Press Secretary shall keep the minutes and attendance for all meetings and compile minutes from the all committee meetings, be responsible for all official correspondence, place articles in the local and surrounding papers as needed, and keep the current social media account(s) active and up to date on our chapter involvement in the school, and community, along with the school chatter.

Section 7. The Liaison shall be the link between the council and the Illini Bluffs Community District and its surrounding community. It is the duty of the Liaison to Chair the Veterans Day Committee and coordinate between the Veterans Day Adult Committee and Student Council Veterans Day Committee to work seamlessly together for the Veterans to be honored on that day.

Section 8. The Council Organizer will delegate duties to be carried out during a commitment, send out reminders to the members of upcoming events and obligations, and organize members as needed to carry out special assignments. Sending out emails, sign-up sheets, and reminders are a major part of this office. It is the duty of the Council Organizer to Chair the Blood Drives that will take place in the fall and spring of each year within the school and help Illini Bluff area blood drives to earn scholarship money for seniors.

Section 9. Officers and the 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.

## ARTICLE VIII: MEETINGS

Section 1. Executive Council meetings will take place one day every week, or as determined by the executive committee each year, at a time that best suits the committee as a whole and with the principal's support to ensure the best outcome for the Timber Chapter.

Section 2 Full member meetings will take place one day every month beginning in September and ending in May as determined by the executive committee each year, at a time that best suits the membership as a whole and with the principal's support. The seniors' last meeting will be in May honoring them prior to their graduation at which time they will receive their NHS tassel or chord as a graduate member in good standing.

Section 3. Executive Council will meet 15 minutes prior to all member meetings to refresh their approach to the agenda.

Section 4. Special meetings can be called by the president with approval of the adviser. These can be either executive or full member meetings.

Section 5. All meetings are mandatory and will be concluded within 45 minutes. If discussions require a longer time, a vote will be called at 40 minutes by the President to table the discussion until the next council meeting or to continue until all matters are resolved. Decision will be decided by majority vote.

Section 6. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

## ARTICLE IX: SERVICE/ACTIVITIES

Section 1. The chapter shall determine one or more service projects 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 IBHS Timber Chapter of National Honor Society uses both service and activity points to assess involvement within the chapter. Service points are community based and activity points are IBHS extra-curricular school association based. Not achieving the points necessary for each year in the IBHS Timber chapter will drop a members good standing until the points are restored and good standing is reinstated by the adviser.

Section 6. Both Service and activity points must be at least three hours in length to earn 1 point, unless adjusted by the adviser prior to the service/activity.

Section 7. The chapter shall publicize and promote its projects in a positive manner.

## ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Chapter advisers may find that members occasionally fall below the standards by which they were selected. To preserve the integrity of the chapter, it may become necessary to discipline members. It is the responsibility of the chapter adviser to follow the NHS handbook procedures for the fulfillment of chapter obligations as described in the chapter bylaws. Some disciplinary actions may include suspension of certain chapter privileges, removal from chapter office, requests that member perform additional school or community service activities to serve as restitution, or receive special counseling. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

A member can never be dismissed automatically for failing to maintain standards, not meeting member obligations, or even being found guilty of violating school rules or the law. Written notification and a hearing are called for and must be conducted by the faculty council to dismiss a member from the chapter.

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the IBHS Timber 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 selected (3.50), a written warning and a four week period for improvement will be given. 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.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a 100%\_affirmative vote of executive 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 three 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).

Approved on: May 18, 2018

Signature: [Signature]  
Chapter President

Signature: Gade Sewell  
Chapter Vice-President

Signature: Drake Snider  
Chapter Press Secretary

Signature: Cassidy Drake  
Chapter Liaison

Signature: Alaina Lipton  
Chapter Council Organizer

Signature: Maue  
Chapter Adviser

Signature: [Signature]  
School Principal

\*\*\*\*\*

Bylaws, 2018-2021 edition.