Chapter Bylaws
of the
Trivium School Chapter
of the National Honor Society

ARTICLE I: NAME

The name of this chapter shall be the Trivium School Chapter of the 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, and to encourage the development of character in students of Trivium School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See https://www.nhs.us/about/constitution-governance/nhs-national-constitution/ In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school headmaster.

Section 3: Final authority on all activities and decisions of the chapter resides with the headmaster.

Section 4: Nondiscrimination. 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, gender, and disability. The 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 alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility

a. Candidates eligible for selection to this chapter must be a member of the sophomore, junior, or 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 trimester at Trivium School.
c. Candidates eligible to apply for election to the chapter shall have:

- A minimum cumulative unweighted grade point average of 3.0.
- A clean disciplinary record, with no major disciplinary infraction from the present or previous school year.
- A record of good attendance and punctuality. If a student has absences and tardies that total more than 15% of school calendar days for the present and previous trimester, he or she will not be eligible to apply. For example, over the course of 20 school calendar days, a student may have (at most) three absences and tardies. Over the course of 30 school calendar days, a student may have (at most) four absences and tardies.

d. Upon meeting all the eligibility requirements, candidates shall then be considered based on their service, leadership, and character.

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 headmaster. The chapter advisor shall be the sixth, nonvoting, ex officio member of the faculty council.

Section 2: The selection of active members shall be held at least once a year.

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

a. Students' academic records shall be reviewed to determine scholastic eligibility and administration will be contacted to review discipline, attendance, and punctuality.
b. All students who meet all eligibility requirements shall be notified and asked to complete and submit the candidate information form for further consideration. In five days, the completed form must be submitted to the chapter advisor.
c. The faculty shall be requested to evaluate candidates using the input form provided by the chapter advisor.
d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. The student can improve his or her candidacy by demonstrating leadership qualities and exemplary character on a regular basis.

Section 4: Candidates become members when inducted at a special ceremony.

Section 5: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, therefore, this member must maintain those requirements for this chapter in order to retain his or her membership.

Section 6: When considering a candidate's character, leadership, and service, it is possible that a student excels in some of the areas, but not all, which is necessary for selection. If a student is not selected for NHS membership, he or she will receive notification. An appeal can be filed with the headmaster within 10 school days. The headmaster will evaluate the situation to determine if a technical or procedural error may have occurred that would warrant overturning

the faculty council's decision. In the absence of specific evidence to the contrary, the headmaster must assume that the members of the council are exercising their discretion in a reasonable manner and with the good faith expected of them. At no time will a new faculty council be assembled to reconsider a candidate.

Section 7: The faculty council is not required to provide reasons to any student as to why he or she was or was not accepted into the National Honor Society.

Section 8: NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: National Dues are $20 per school year.

a. New inductees who are Sophomores dues payments are as follows: $20 one week after their fall induction, $20 due on September 30th of their junior year, and $20 due on September 30th of their senior year
b. New inductees who are Juniors dues payments are as follows: $20 one week after their fall induction, and $20 due on September 30th of their senior year
b. New inductees who are Seniors dues payments are as follows: $20 one week after their fall induction.

Section 2: Each member will be expected to participate in fundraising activities.

Section 3: Each member will be expected to complete 20 hours of community service each trimester. Community service forms must be turned in to the chapter advisor within one week after the end of each trimester.

Section 4: Each member will be expected to maintain a unweighted GPA of 3.0, maintain a clean disciplinary record, and maintain a record of good attendance and punctuality.

Section 4: Each member of this chapter who is in good standing in respect 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.

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president and vice president. The president shall be a senior. The vice president shall be a senior or junior. Officers will be voted in during the first week of school.

Section 2: Applications for officer positions will be available during the first week of school. Applicants for officer positions must be in good standing and not on probation. Applicants will be interviewed by the advisor. The top five applicants, as determined by the advisor, will be placed on the ballot for the general membership to vote.

Section 3: Voting shall be done by secret ballot. The top senior vote recipient shall be president, the second most vote recipient shall be vice president.
Section 4: It shall be the duty of the president to preside at the meetings of the chapter, 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.

Section 6: In the event of a vacancy for president, the vice president will move to president and the next highest vote recipient will move to vice president. In the event of a vacancy for vice president, the next highest vote recipient will move to vice president.

ARTICLE VIII: MEETINGS

Section 1: Regular meetings of this chapter shall be scheduled by the president. Meetings will take place sometime in the middle of each month. The president will provide further details prior to each meeting.

Section 2: Attendance at the monthly meeting is required. Members seeking an excuse from a meeting must submit their request in writing, through email, to an advisor at least 24 hours prior to the meeting unless it is an emergency. Members who accumulate two unexcused absences from meetings shall receive written notification of probationary status. If a member does not accumulate another unexcused absence during the remaining school year, then Attendance Probation shall be lifted. Members who accumulate a third unexcused absence shall be referred to the faculty council for possible dismissal.

ARTICLE IX: COMMUNITY SERVICE

Section 1: The chapter shall propose multiple community service opportunities for each year.

Section 2: Members will be expected to have 20 hours by the end of each trimester. Community service hours must be verified by the host organization. Community service forms must be turned in to the chapter advisor within one week after the end of each trimester. Failure to have 20 hours by the end of a trimester will result in probation for the next trimester and a requirement to have the missing hours along with the hours for the previous trimester completed by the announced deadline.

Section 3: Community service activities 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: If the member is paid for his or her service, it cannot be counted as part of the 20 hours.

Section 5: Trivium Service, if performed dutifully and conscientiously, may count as part of the 20 hours. The tutor in charge may verify the service at his or her discretion. (Trivium service is usually 10 minutes per school day, sometimes more for special event preparation, etc.) Caring

for a younger sibling or working at home for one's parents may also count as part of the 20 hours, if verified by a parent or guardian.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Trivium School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership for his or her school and community.

Section 2: At the end of a trimester, if a member's cumulative weighted grade point average falls below the minimum cumulative unweighted average of 3.0, he or she will be placed on probation. The member will be given one trimester to improve his or her GPA. If the weighted cumulative grade point average remains below the standard at the end of the probation period, the student will be dismissed from the chapter.

Section 3: At the end of a trimester, if a member accumulates unexcused absences and tardies that total more than 15% of school calendar days, he or she will be placed on probation and be given one trimester to improve his or her attendance and punctuality. At the end of this probation trimester, if unexcused absences and tardies total more than 10% of school calendar days, the student will be dismissed from the chapter.

Section 4: Violations of the law or school regulations may result in immediate consideration of the dismissal of a member (see Section 6 below). If a member is suspended under any circumstance, then he or she will be immediately removed from NHS. If a member receives a referral for a conduct or behavioral issue, the member may be placed on probation. A second referral within the trimester shall result in the member being referred to the faculty council for possible dismissal or other disciplinary action.

Section 5: Academic honesty promotes personal integrity; academic dishonesty violates standards of scholarship, leadership, and character. The faculty council will review verbal and written reports of academic dishonesty, which may result in 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: Any pictures, videos, etc. that are posted on social media that do not display the four pillars of NHS (scholarship, leadership, service, and character) may result in probation or referral to the faculty council for removal from NHS. It does not matter if the picture/video is on your page or someone else's page if you are in the picture/video. Be smart about what you post or allow yourself to be included in for social media. Even after deleting the images, they are still on the Internet forever.

Section 8: In all cases of probation or pending dismissal:
a. The member will receive written notification from the advisor/faculty council indicating the reason for probation or consideration of dismissal.
b. In cases other than scholarship, attendance, and punctuality, the member has the right to

respond to the charge(s) against him or her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member may present his or her defense either in person or via a written statement presented in lieu of the face-to-face hearing. A hearing date will be provided in the written notification to the member. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
c. The results of the faculty council vote will be presented to the headmaster for review, and then stated in a letter sent to the students and parents. Dismissed members must surrender any membership emblems to the advisor.
d. The faculty council's decision may be appealed to the headmaster in writing within 10 school days.
e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 9: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

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