This is a living document, and will be constantly updated with any changes as they occur.

Updated: 14 October 2019
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29
# 2019-2020 Schedule of Events

## August

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<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29:</td>
<td>Candidacy Eligibility letters become available to prospective members; Consideration forms available to candidates—new member process begins</td>
</tr>
</tbody>
</table>

## September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>12:</td>
<td>Consideration forms (cover letters, résumés) for prospective candidates due, via email, by 3:00PM</td>
</tr>
<tr>
<td>12:</td>
<td>Faculty Recommendation forms are sent to teachers listed on candidate résumés for completion; Faculty Council may begin accessing candidate consideration forms for preliminary review</td>
</tr>
<tr>
<td>20:</td>
<td>Faculty Recommendation forms due, via electronic submission, by 7:00PM</td>
</tr>
<tr>
<td>25:</td>
<td>Faculty Council formal review of candidate Consideration Forms</td>
</tr>
</tbody>
</table>

## October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:</td>
<td>Notifications become available for all elected and non-elected candidates regarding membership to NHS for the 2019-2020 school year</td>
</tr>
<tr>
<td>7:</td>
<td>Leadership Applications become available—informational meeting held in the Small Theater during lunch.</td>
</tr>
<tr>
<td>15:</td>
<td>Leadership applications due, hard copies, by 3:00PM in the CCC.</td>
</tr>
<tr>
<td>17:</td>
<td>Leadership applicant candidacy speeches at lunch in the Small Theater for voting consideration and voting by ballot.</td>
</tr>
<tr>
<td>21:</td>
<td>Leadership election results announced to full membership via email; information regarding Individual Service Projects and Proposal Forms included in the email; information regarding chapter dues also included in the email</td>
</tr>
</tbody>
</table>
| 24:  | Full Chapter Meeting  
Introduction of full chapter meeting structure and formalities, chapter goal-setting brainstorm and feedback, go over chapter committee proposals and procedures |
| 31:  | Executive Board Meeting  
Introduction of Executive Board meeting structure and formalities, discuss chapter business, set agenda, and chapter project brainstorming for the 2019-2020 school year |

## November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td>All Individual Service Project Proposals due via email to Class Chairs by 3:00PM</td>
</tr>
</tbody>
</table>
| 14:  | Full Chapter Meeting  
Follow up with ISP, goal setting, and reminders. |
| 15:  | Chapter dues must be submitted to Donna Cessor (ASB Accountant) in the Student Store, unless notification of waiver is received. |
| 21:  | Chapter Council Meeting  
Discuss Individual Service Project Proposals; organize dissemination of proposal acceptance and rejection letters, set process for resubmission; service website design discussion |
December

5: Executive Board Meeting
   Go over chapter goal-setting brainstorm, select a chapter project to begin in January; any other executive business

12: Full Chapter Meeting
   Announce chapter project information, planning for the rest of the year; introduce any new committees and committee leaders, progress on committee work; any other chapter business

16: Chapter Council Meeting
   Approve any outstanding Individual Service Project Proposals; begin planning chapter project for the next semester; approve and review new and standing committees; any other council business

January

9: Executive Board Meeting
   Chapter project progress; any other executive business

16: Full Chapter Meeting
   Discuss chapter project progress; introduce any new committees and committee leaders, progress on committee work; any other chapter business

23: Chapter Council Meeting
   Approve and review new and standing committees; any other council business

February

6: Executive Board Meeting
   Chapter project progress; any other executive business

13: Full Chapter Meeting
   Discuss chapter project progress; introduce any new committees and committee leaders, progress on committee work; any other chapter business

27: Chapter Council Meeting
   Approve and review new and standing committees; any other council business

March

6: Executive Board Meeting
   Chapter project progress; any other executive business

19: Full Chapter Meeting
   Discuss chapter project progress; introduce any new committees and committee leaders, progress on committee work; any other chapter business

27: Chapter Council Meeting
   Approve and review new and standing committees; any other council business

April

2: Executive Board Meeting
   Discuss submission of individual service projects, and wrapping up the Chapter project for the year; discuss reflection format and requirements for all members, and submission process; any other executive business

16: Full Chapter Meeting
   Discuss special chapter meeting for June (no meeting in April because of testing); Chapter project wrap-up information; status reports from all standing committees regarding this year’s work; any potential scholarship information or application(s); discuss Individual Service Project wrap up, documentation, and reflection submission and final due dates (see below); any other chapter business

23: Chapter Council Meeting
   Go over service project submission information and process; discuss graduation, scholarship, and honors information; wrap up committee work and documentation to be publicized for the year; any other council business
**May**

21: Final Deadline for all Individual Service Project documentation, forms and signatures, media, and reflection due for publicizing  
All committee documentation and media due for publicizing  

28: *Chapter Council Meeting*  
Review all service project and committee information and documentation to ensure good standing for all members; make official recommendation for any scholarship(s), award(s), and graduation (cord) honors; go over any publication issues regarding the chapter project, committee work, or individual service projects  

29: Full Chapter Banquet

**June**

3: Graduation special information meeting for only senior members; discussion of cords, thanks to the outgoing board members and chapter council leaders, etc. Cords passed out to seniors in good standing.  

8: Senior Recognition Ceremony at 7:00PM in the Auditorium  

11: Graduation Ceremony, 5:00PM at Waller Stadium
# Chapter Leadership

## Faculty Leadership

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor</td>
<td>Ruthie Robles</td>
<td><a href="mailto:rrobes@mbusd.org">rrobes@mbusd.org</a></td>
</tr>
<tr>
<td>NHS Administrator</td>
<td>Dr. Deborah Hofreiter</td>
<td><a href="mailto:dhofreiter@mbusd.org">dhofreiter@mbusd.org</a></td>
</tr>
<tr>
<td>Mira Costa Principal</td>
<td>Dr. Ben Dale</td>
<td><a href="mailto:bdale@mbusd.org">bdale@mbusd.org</a></td>
</tr>
<tr>
<td>Faculty Council</td>
<td></td>
<td><a href="mailto:nhsmiracosta@gmail.com">nhsmiracosta@gmail.com</a></td>
</tr>
</tbody>
</table>

Faculty Council (all appeals, submit to the chapter email)

## Executive Board

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Rachel Clinton</td>
<td><a href="mailto:20clintonr@mbusdapps.org">20clintonr@mbusdapps.org</a></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>Parliamentarian</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>Historian</td>
<td></td>
<td>@mbusdapps.org</td>
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</table>

## Chapter Council

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Class Chair</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>Junior Class Chair</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>ASB Club Council Rep.</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
<tr>
<td>Public Relations Chair</td>
<td></td>
<td>@mbusdapps.org</td>
</tr>
</tbody>
</table>

---, Committee Leader, Committee Name
Principal, Role and Responsibilities

The principal serves as a final reviewer, and has the ultimate final say, in most chapter activities. This includes the privilege and right to approve all activities and decisions made by membership and leaders within the chapter, as well as reviewing the decisions of the Faculty Council regarding election to membership and any requested dismissals.

Each year, it is the principal’s responsibility to appoint the Chapter Advisor, as well as the Faculty Council which is composed of five anonymous members, and who may also serve consecutive terms. The principal is also responsible for ensure good standing of the organization within the broader national movement, included the renewal of the chapter and paying of chapter renewal fees.

In the event that candidates appeal their non-election to membership, or appeal membership discipline or dismissal per the Faculty Council, the principal may hear the case and decide on his own discretion whether the actions were warranted.
Chapter Advisor, Roles and Responsibilities

The Chapter Advisor is a member of the faculty that is annually selected and/or renewed by the Principal (of Faculty Council, if the Principal delegates this responsibility to them), who may serve consecutive terms. The Chapter Advisor is the main faculty presence at all major NHS functions, and facilitates all chapter member and leadership meetings, helps refer members in carrying out their tasks and responsibilities, and is on hand to advise and assist in the coordination of major chapter events. The major role of the Advisor is to act as liaison between members, faculty, administration, and the community.

The Chapter Advisor maintains documentation for membership, chapter history, activities, etc. and oversees the necessary financial transactions as made through the school accountant. The Chapter Advisor also ensures good standing of the school chapter within the larger organization, making recommendations to membership, leadership, and the Faculty Council regarding national conferences, leadership and scholarship opportunities, or other organization events.

It is the responsibility of the advisor to regularly review each member for compliance with NHS standards and obligations, including—but not limited to—maintenance of GPA, compliance with the ethics policy and discipline matrix, and keeping good attendance records. It is also the responsibility of the advisor to act as a voice for students in the Faculty Council, though the advisor shall not vote in Faculty Council business, either in cases of membership or discipline/dismissal.
The Faculty Council, as appointed by the Principal, serves the primary function of overseeing major membership decisions from an objective perspective. These five faculty members work on behalf of the total faculty of the school, providing sound and professional judgments consistent with the spirit of the school community. Their term spans a year, but the Council can be appointed for consecutive terms at the discretion of the Principal.

The Faculty Council is responsible for deep understanding of chapter bylaws, and the honor and responsibility of active membership. As a result, they provide the foundation for election to candidacy; the Council meets at the beginning of the year to discuss, and vote upon, submitted forms for consideration where a majority vote is necessary for membership. They may also meet as when a scheduled need arises to consider disciplinary action or dismissal for members as well.

The Faculty Council is also responsible for reviewing membership procedures and requirements, and may develop and revise, when necessary, procedures for discipline and dismissal of members within compliance of the national organization Constitution and Policies. These procedural changes happen at the Council’s discretion, and are not reviewable by chapter membership. The Principal, also, may review the actions of the Faculty Council where need arises, who may also appoint alternate members in the case of illness or conflict of interest, or in special cases where more than the appointed five voices is necessary to guide a particular decision.

The identities of the active members of the Faculty council shall remain as confidential as possible in order to maintain objectivity in the selection, discipline, and dismissal processes—thus, removing the temptation for others to influence the Council in these. The case of hearings for disciplinary action is obviously an exception.
Executive Board, Roles and Responsibilities

The Executive Board is the main student leadership core of the NHS organization on campus. On student-led club matters, the Executive Board generally has the final say, and may vote and rule on the approval of things such as standing committees, the mission or goals for the school year, any chapter-awarded (non-national) scholarships, or other decisions which may present a conflict of interest with the Chapter Council at-large. All business ruled upon by the Executive Board must be made public—through minutes recorded by the Secretary and publically posted by the Historian and/or Public Relations Chair—for the review of all chapter members.

The Executive Board, per the leadership of the president, plans and controls the flow of the chapter meetings and general business. They generally take the lead in planning major chapter events, and facilitate the smaller subprojects as lead by standing committees within the organization to ensure that chapter business maintains the spirit of the organization, is appropriate and supported, and is completed productively and on time.

The Executive Board also meets on its own prior to Chapter meetings in order to ensure an organized agenda, and also meets the week following the Chapter meetings with the Chapter Council to debrief, plan, and approve chapter business, and deal with issues as they arise.

President
The President, a Senior class member of NHS, serves a single term as Vice President—elected during Junior year—and serves a second term as President the following year. The President generally presides over full chapter and leadership meetings, and acts as the public face of the organization both on campus and in the community. The President also manages and oversees major chapter activities and projects, committee work, and individual service projects and attendance. It is the President’s responsibility to ensure that all aspects of process are happening on a timely, consistent, and regular basis, requiring significant organization, dedication, and communication, and may relegate certain aspects of the position to the Vice President with discretion.

The President must be able to handle many types of situations, be mature, organized, and good with time management. The President should also have sound judgment, energy, and be able to work with many different kinds of people and personalities, have a good relationship with the chapter and its members, faculty, and the student body of the school at-large. The President should have a functional and deep understanding of all the relationships between Board members, the Chapter Council, and active members, and the inner workings of the processes involved from the top down.

Vice President
The Vice President is a Junior class member of NHS, serves a single term and then assumes the role of President the following school year, for a second term. The Vice President’s primary function is to serve as the official replacement should the President be unable to fulfill the responsibilities of that role, given problems or absences. The Vice President works closely with the President to fulfill the functions of the position (listed above), helping to create a productive and meaningful Honor Society. The Vice Presidents helps to plan, organize,
schedule, and oversee meetings and activities to make sure chapter work is completed in a timely, consistent manner on a regular basis, ensuring significant organization and communication.

The Vice President must be able to work collaboratively, must be able to handle many types of situations, be mature, organized and have good time management. It is expected that the Vice President have sound judgment, energy, and be able to work with many different kinds of people and personalities. It is imperative that the President work well with the President, as well as with chapter members, committees, and the student body, and have a functional, deep understanding of the relationships between Board members, the Chapter, Council, the active members, and the inner workings of the processes involved from the top down. The Vice Presidency is a position of vision, requiring someone who desires to set club missions and goals for their two years of service.

**Secretary**
The Secretary may be a member of either class, and serves a single term. The Secretary’s primary function is to keep and maintain accurate and detailed official records of all chapter business. The Secretary serves as the official correspondent for the chapter within the school and local community. The Secretary must be able to keep records and organization of agendas, and must work closely with the Vice President and President in verifying all recorded information. The Secretary should be well-versed in meeting procedures, and must work well with Chapter Council officials to delegate and collaborate on responsibilities where necessary.

**Treasurer**
The Treasurer may be a member of either class, and serves a single term. The Treasurer’s primary responsibility is to work closely and maintain accurate records of all financial transactions of the chapter and periodically report a summary of these transactions at meetings (specifically, money raised by chapter events, standing committees, etc. and where proceeds are donated in the event of donations to charities). The Treasurers must maintain a professional and positive relationship with the school Accountant, as the chief financial office of the chapter, and be able to give financial advice where need arises. The Treasurer will complete and keep record of financial report forms biannually, to report during Executive Board meetings. It is also the Treasurer’s responsibility to keep record of membership dues as paid or unpaid, and shall help predict how many can and should be best used in the future—immediate and long-term—to make concrete suggestions for saving money and/or increasing efficiency. The Treasurers should be a person concerned with regulating the flow of money, including such things as leadership camps, awarding scholarships, purchasing goods and services for events such as induction, graduation honors, etc. and should know about money, accounting and budgeting, and be able to research and develop cost analyses.

**Parliamentarian**
The Parliamentarian may be a member of either class, and serves a single term. The Parliamentarian is the ‘rule keeper’ of NHS, whose goal is to ensure that all official chapter business, events, activities, meetings, etc. are orderly and civil, and that the chapter always operates according to its constitution and bylaws. The main function of the Parliamentarian is to advise the President or chairperson on procedures during meetings and functions (the
Parliamentarian cannot rule members out of order, or call for votes—jobs of the President or Vice President acting as President); however, the Parliamentarian, if noticing any violation in procedure, must notify the board so that the President may rule from the chair. It is imperative that the Parliamentarian study closely the chapter by-laws so as to be familiar with their contents, help plan meeting agendas so that they follow procedure, and work closely with the Secretary in establishing things like schedules, and chair any chapter revision committees should the need arise.

Historian

The Historian may be a member of either class, and serves a single term. The primary responsibility of the Historian is to collect, preserve, and help publicize information that provides clear and concise record of all chapter activities for the year, including things like meeting minutes for chapter meetings, committee reports, and event documentation. The Historian collects information including—but not limited to—membership rosters, contact information, meeting agendas, meeting minutes, event information, and physical records of events (i.e., pictures, media, etc.). The Historian also works closely with the Public Relations chair of the Chapter Council, and must work well collaboratively in regards to publication of chapter information for member and community consumption.
Chapter Council, Role and Responsibilities

Like the Executive Board, the Chapter Council meets monthly to discuss chapter business, but of a more extended, immediate nature; where the Executive Board’s job is to facilitate the long-term vision of the club, the Chapter Council (which also includes the Executive Board members) facilitates the immediate short term movements and goals of the organization at-large. This group reports on class projects or problems, facilitates and manages committee progress or problems, discusses the immediate and practical enacting of chapter missions and goals within the school year, and other chapter-related business aside from the things enumerated above as the responsibility solely of the Executive Board. The Chapter Council should pose issues for the Executive Board consideration, but does not have a voting voice in Executive Board decisions. Instead, the members act as more immediate voices for the minor organizations within the chapter, presenting ideas for consideration, problems for resolution, and speaking on behalf of stakeholders. The Executive Board then takes these voices into consideration when voting during their monthly meetings, minutes for which are posted for the Chapter Council as well as all active members.

The Chapter Council focuses most specifically on committee work, and may request the appointment of special committees for specific purposes, which must be approved by the chapter President. Council members should come prepared with proposals, including the names of requested member appointments to these special committees, as well as the basis of the project and its duration prior to approval. These records then go to the Historian, who will work with the Public Relations chair to ensure publication. The Secretary may also provide aid in terms of member contact information and suggestions for appointments.

Junior and Senior Class Chairs
Class Chairs are elected by members of their classes only, and serve single terms. Class Chairs are responsible for keeping record of membership within their classes, and taking attendance during official chapter meetings and events. Chairs help coordinate any grade-level-specific chapter events, and help facilitate and encourage individual service projects with their class members. Regular active members should refer to their Class Chairs for all specific chapter information, and pose questions and concerns to their Class Chairs for representation and discussion in Chapter Council meetings. Chairs may then refer members to particular Board officers for specific information if necessary. Class Chairs should expect to be working closely with specific Executive Board officers on larger projects, events, or issues when the need arises, as designated by Executive Board decisions, and may be appointed to lead special committees, coordinate events, and lead the charge in project planning.

ASB Club Council Representative
The Club Council Representative may be a member from either class, and will serve a single term. The Club Council Representative acts as the liaison between the school ASB organization members, helping to both promote the events of the club as well as ensure the positive collaboration of NHS and on-campus activities. It is the responsibility of the Representative to actively engage in Chapter Council meeting and take note chapter events and scheduling with the express purpose of sharing this information with the school ASB Club Council organization which meets periodically throughout the school year. The Club Council
Representative will also take note during the ASB Club Council meetings, and report back any pertinent information to the Chapter Council during regularly scheduled meetings. The Representative should be someone who maintains a positive relationship with ASB, and is willing to actively listen and engage in discussion between the two functioning organizations, with great understanding of chapter procedures and bylaws paying particular attention to the needs of the school and offer up ways in which NHS can facilitate any ASB missions and goals during the given school year. Thus, it is important that this Representative work closely with the Parliamentarian and Secretary specifically, but also with other prominent leaders in the Chapter Council.

**Public Relations Chair**
The Public Relations Chair may be a member of either class, and will serve a single term. The Public Relations Chair should be able to work very closely and collaboratively with the Historian, as their jobs are inextricably linked—it is imperative that they have a good personal and professional relationship, and can dedicate time and effort to their project goals of recording and publicizing chapter information. The Public Relations Chair must be a creative individual with knowledge of technology and creative design, and have good interpersonal, social skills. The responsibility of this role is to ensure that all pertinent information be publicized for the chapter and community consumption. Information spread should be accurate, and disseminated throughout the system, including—but not limited to—the school Learning Management System, the official school and chapter website(s), social media, PTSA newsletters, local newspapers (these final two should be done in conjunction with the Secretary, who is the acting liaison between the club and the general public), etc. This position greatly benefits from a knowledge of coding or software programs related to web design, creative processing, publishing, document design, and so on.

**Standing Committee Chairs**
Unlike the other leadership positions, Standing Committee Chairs are not elected by votes of the full chapter membership. Instead, committee leaders are appointed within their own committee membership, and are often those who proposed, formed, or coordinated the Standing Committee (though this is not the only way leadership for a committee can form). Standing Committees have a process for approval (outlined below), but once approved by the Executive Board, the leader of each Standing Committee becomes a part of the Chapter Council and must be represented at monthly meetings to report on Committee issues and progress. Only one Standing Committee Chair may represent each official, approved committee (unapproved standing committees do not have representation in the Chapter Council until official approval). Standing Committee Chairs’ responsibilities include presenting progress and asking questions specific to their committee work during meetings, and may also be asked by the Executive Board to produce presentations for full membership meetings throughout the year. There are no specific limits as to how many Committee Chairs may exist on the Council, so long as committees are properly approved.
In the event that an elected leader fails to maintain the standards outlined for their positions above, an individual may be subject to disciplinary action, which may include—but is not limited to—prompt warning, in writing, by the chapter advisor. Warnings will give a reasonable amount of time for the individual to correct the stated deficiency. Further warnings, if warranted, come at the behest of the Faculty Council, as advised by the Advisor, and may warrant a special meeting. It is up to the Faculty Council to determine when an individual exceeds a reasonable number of warnings.

If the warnings are not sufficiently headed, or deficiencies not sufficiently corrected as per the discretion of the Faculty Council, the Council may motion to remove a leader from an elected position. The member in question shall receive written notification of the decision, and the student and/or parent may request a hearing with the Faculty Council, and may appeal the decision with the principal who has the final ruling on the issue in the event of a further appeal. Leaders removed from position then may return to active member status, and must return any leadership emblems bestowed upon them in ceremony. Demoted leaders maintain the benefits of membership, but revoke any special privileges, honors, or responsibilities specific to their elected leadership positions.

In the event that a student’s offending actions are more flagrant violations of school code or law, the discipline and dismissal process may be invoked, and follow the normal procedures the automatically revoking of leadership status, and removal of membership, as discussed below under Membership.

Unoccupied leadership positions (which can be due to a variety of non-discipline factors as well, including transfers and resignations, to name a few), invoke special elections for Executive Board positions (unless it is the President’s position that is open, in which case the Vice President will assume the vacancy). Chapter Council officer vacancies will be filled by appointment of the Executive Board, who will confer, nominate, and then vote for a majority of Board members.
Chapter Membership

Ackerman, Paige 12
Ashkarian, Eric 11
Avenido, Raymund 12
Bailey, Alexander 12
Bailey, Jordan 11
Bath, Kellie 12
Beale, Caitlin 11
Beezhold, Clare 11
Bennett, Francesca 12
Bergin, Hannah 12
Binder, Audrey 11
Boren, Katrina 11
Brown, Roger 11
Bruhns, Jessica 12
Buckley, Carter 11
Bui, Brandon 11
Burgos, Paloma 12
Bush, Kaila 11
Chandurkar, Millika 12
Chase, Alexandra 12
Chen, Lucas 12
Chernack, David 12
Chuang, Mia 11
Clark, Kevyn 11
Clinton, Rachel 12
Coggon, Liam 12
Cohn, Jonathan 11
Collicutt, Natalie 11
Collier, Josie 12
Coons, Evan 12
Coons, Will 11
Cooperman, Jack 11
Cormack, Andrew 12
Cormack, Catherine 11
Crawford, John (Jack) 11
Crisera, Michael 11
<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>Croft, Kayasana</td>
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<tr>
<td>Cronyn, Brianna</td>
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<td>Cruz, Chloe</td>
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<td>Custer, Emma</td>
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<td>Dave, Rohil</td>
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<td>Delow Reyes, Calla</td>
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<td>Dennis, Dylan</td>
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<td>Dewysocki, Francesca</td>
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<td>Erich, Gabriella</td>
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<td>Fasano, Emily</td>
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<td>Feng, Kacey</td>
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<td>Graves, Jonathan</td>
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<td>Zadoyan, Isabella</td>
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Membership in National Honor Society is an honor and a privilege bestowed upon deserving students, and not considered a right inherent to any student—it is more than an honor roll, and so members must demonstrate not only good grades. Selection for membership by the Faculty Council considers a combination of important traits as highlighted by the National Organization’s dedication to not just Scholarship, but also Leadership, Service, and Character. Once selected, members have the responsibility to continually demonstrate the qualities that were the foundation for their selection.

Membership takes three forms—active, honorary, and alumni. Active members are those members who have been inducted and have an active voting voice in chapter affairs during the current school year, and who must maintain the yearly standards as outlined below. Under special circumstances, the Faculty Council may also award honorary membership to students who warrant special consideration, particularly those who receive accommodations for a disability, or for foreign exchange students who do not meet some aspect of the basic requirement (generally the school’s determined GPA requirement, or the required semester at Mira Costa before application, but not limited to these), but who deserve recognition for achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council may also award similar status to school officials, staff, administration, teachers, advisors, or other adults. This type of membership grants to the recipient all of the privileges of membership without the obligations associated with active membership as detailed below. Upon graduation, active and honorary students become alumni members, who have no voice or vote in chapter activities, but may stay connected, facilitate, participate, and aid in future chapter missions.

Members in good standing are eligible to apply and compete in national scholarship programs, and those who maintain good standing up to graduation are recognized at graduation with gold cords that may be worn over robes during the ceremony and kept beyond. Leaders also receive pins that may be worn during graduation, and for all chapter-specific events or honors as well.

All members are to maintain the standards by which they were selected, i.e., GPA requirements, involvement in service and leadership projects, etc. Members are asked to pay membership dues as well, of $20.00, to maintain events such as induction, as well as purchase honorary emblems and cords for graduation (in cases of demonstrated need, this fee may be waived, and will not be a motivator for dismissal from membership). Members are expected to regularly attend and participate actively in chapter meetings—members may incur four excused absences per year, but may not exceed that or three unexcused absences without penalty to membership status or without disciplinary action.

Members must also participate actively in chapter-sanctioned projects, activities, and/or events, and must work to complete an Individual Service Project of at least 20 in school hours of sustained, dedicated, and meaningful service of their choosing (summer hours are encouraged, but do not count toward this goal). By the end of October of each school year, all members (with the exception of those in leadership positions, whose leadership service stands
in place of this requirement) will submit proposals for detailing the specifics of their project and goals for the year, which will be given to their Class Chair. The Class Chair and President then work together to grant approval, and then the Historian and Public Relations chair will make public the records of each member’s service project for the school year. This project can be a continuance of a previous projects, and should be a reflection of the individual, but not directly or indirectly benefit the member in any way (i.e. remuneration, benefits to the member’s family, etc.). At the end of the year, members will reflect on their project, and that reflection as well as documentation in the form of signatures, pictures, media, etc. will be publicized for the school and local community.

Individual service projects are one-year commitments, and must be renewed each year of a member’s tenure. Resubmission of proposals can be granted in the following years as extensions of previous work (this should be indicated within the proposal itself), given that they reflect growth from the previous year’s submission.

**Membership Disciplinary Procedures**

Members of NHS are expected to maintain the academic standing and take an active role in the service and leadership opportunities within the organization, the school, and the community.

Any member who falls below the standards outlined for membership (in scholarship, leadership, character, or service) may be disciplined and/or dismissed from The Mira Costa chapter of National Honor Society. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency. If the offending member’s performance continues to remain below standard at the end of the designated warning period (at the discretion of the Advisor, with the Faculty Council—on a case-by-case basis), the member shall be subject to further disciplinary action which could include dismissal from the chapter. Other offences that may warrant warnings include offences to school codes of conduct, such as failure to comply, behavior referrals, excessive unexcused absences, excessive tardiness, etc.

In these cases, a conference may be request either by the Faculty Council or the member—subsequent violations may result in dismissal from NHS. In lieu of dismissal, the Faculty Council may impose situation-specific disciplinary sanctions upon a member as deemed appropriate.

Violation of law or school regulations (as found in the Student Handbook, the Discipline Matrix, and the Ethics Policy) may result in dismissal of a member. These violations include— but are not limited to—DUI, stealing, destruction of property, cheating, truancy, or possession/selling/being under the influence of drugs or alcohol and school or during school-related events/activities. In the case of flagrant violation of school rules of the law, a member does not have to be warned, but will be provided a hearing with the Faculty Council on grounds for dismissal.

In cases of dismissal, the Faculty Council—in compliance with the rules and regulations of both the local chapter and the national organization—will determine the procedure and outcomes for dismissal within the chapter on a case-by-case basis. Written notification and
details of this procedure are provided to interested parties, which will indicate also the reason for possible dismissal. Prior to the hearing, the member will meet with the advisor to discuss it, in which case the Advisor may act as counsel, or act in place of the member should they be unable or unwilling to attend their hearing. During the Faculty Council hearing, the member has the opportunity to respond to the charges prior to the Council’s vote on the issue—this response, or defense, may be presented in person or in writing. A majority vote is necessary for dismissal; the results are then reviewed by the principal, and if dismissal is confirmed, a letter will be sent to the student and parent regarding dismissal. An appeal may be brought to the principal, and action may occur within the school district’s discipline policy.

Dismissed students no longer maintain active member status, and cannot be considered in the future for membership with National Honor Society. Any emblems, regalia, etc. must be surrendered to the Chapter Advisor.
## Individual Service Project Proposal Form

<table>
<thead>
<tr>
<th>Member Name:</th>
<th>Grade:</th>
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Describe your Individual Service Project below:
[What kinds of things will you personally be doing? Where? For whom? How often? Give specific details.]

Describe the Impact of Benefit that will result from your Individual Service Project:
[in other words, who/what will benefit from your project, and how?]

Explain your reasoning for choosing this project.

Adult Mentor/Advisor/Supervisor:

Contact Information (number and/or email):

Organization (if any):

Student Signature:

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<th>Approval:</th>
<th>YES // NO</th>
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<td>If No, Reason:</td>
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President’s Signature:

*this document may also take the shape of a digital form for submission as well.*
Chapter Committees

Committees, Roles and Responsibilities

For the purpose of completing all the necessary elements of NHS yearly, committees may be a convenient and collaborative way for members to work together toward common goals. Committees should include both newly-inducted and returning members of the chapter to ensure continuity of leadership and multiplicity of perspectives and strengths. Committees should aim not to duplicate or interfere with each other or with other school organizations as much as possible on campus—though, they can serve to complement the best interests of those groups and the school as a whole. It is important that committees foster comfortable atmospheres where all ideas are valued, and should maintain and refine clear goals, exhibit proper communication among all members internally and in coordination with other committees and members, and should constantly engage in self-assessments, aiming to understand the authority and limitations of the group and its leaders while recognizing and appreciating the contributions of all members within the group.

There are two basic type of committees: Special Committees, and Standing Committees. Special Committees are those which are requested by the Chapter Council and specially-appointed by the President to complete definite tasks for projects within a limited time frame, such as fund drives, dances, elections, specific short-term events, chapter business, etc. Special Committees meet with the President and/or Vice President regarding their tasks outside of the regular meeting structure during the time in which they are relevant, and are dissolved upon task completion. Special Committees do not receive representation in Chapter Council meetings; they do, however, count toward the official chapter hour commitments.

Standing Committees are those which are formed and proposed by members in order to collectively fulfill a more year-long mission (it is advised that committees not exceed 10-12 members for the purpose of productivity). Standing Committees may be formed in order to enact individual service projects in a more collaborative setting, especially if desire project goals coincide. These Committees are sustained throughout the school year, must be approved by the Board, and are subject to constant review. Upon approval, the standing committee’s selected chair will serve as the representative voice of the committee in Chapter Council meetings for the school year. Committees will be expected to report on progress or present to the full membership of the organization at regularly chapter meetings during the school year.

After Induction, active members will have access to the Standing Committee Proposal Form (given below). There is no due date necessarily for committee proposals—they may be submitted at any time to the Vice President, for the consideration of the Executive Board, who ultimately deliberate and vote on Committee approval. Once a proposal secures a majority vote of the Board, written notification will be given to the proposed committee chair, and may begin conducting officially-sanctioned chapter business. Committee Chairs may now begin attending Chapter Council meetings, and must submit, revise, and update schedules, meeting minutes, committee events, and committee rosters with the Historian. This information will be made public for all members of the chapter.
Standing Committees are one-year commitments, and must be renewed each year—this can be done by returning members, or committees may be renewed and continued by new inductees based on past work with similar goals. Resubmission of proposals must include any changes in membership to the committee, and must show growth and strengthening of the initial intent of the community as it adapts to intermediate goals within the larger mission of the committee.
Committee Disciplinary Procedures

Should a committee fail to make adequate progress on its task, hold regular and productive meetings, or foster a proper working environment for all members, the Executive Board may motion to discipline or disband as they see fit for the circumstances. Discipline may take the form of warnings, removal of offending committee members, demotion/removal/replacement of the committee chair, probation on condition of growth or project completion by a strict timeline, or other forms which the Executive Board deem fit. The Executive Board will decide on a case-by-case basis at which point the offending committee or committee members have exceeded the reasonable number of warnings, in which committees may be disbanded (losing official approval, and thus representation on the Chapter Council, and the requirements for chapter-affiliate service).

In the event of such circumstances, the committee chair will be notified of a move by the Executive Board for discipline or disbanding. The committee chair, and/or particular members in question, have the right to a hearing with the Executive Board in a special meeting. The Board will then deliberate and issue its ruling on the basis of a majority vote. If a committee is disbanded, all members must arrange other means by which to fulfill the basic requirements for maintaining active membership regarding chapter and individual service for the school years. Hours worked within the committee up to the point of disbanding shall count toward the requirement. If a committee is disbanded, the committee chair no longer serves on the Chapter Council. If a committee chair is removed on the basis of individual discipline, the committee shall choose a new chair on whatever basis it deems fit for its individual purpose. The removed chair no longer serves on the Chapter Council, and is replaced at the next Chapter Council meeting (serving immediately). The removed leader may, however, serve as a member of the committee, at the discretion of the committee members, unless otherwise ruled by the Executive Board. Any changes that result from discipline or disbanding must be communicated to the Secretary and/or Historian for proper public documentation.
# Standing Committee Proposal Form

<table>
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<tr>
<th>Committee Name:</th>
<th>Proposal Date:</th>
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## Mission Statement:
[What is the overall goal of this committee, generally, and long term? Be succinct.]

## Specific Goals/Responsibilities:
[List specific and detailed tasks this committee will aim to accomplish, realistically, this school year.]

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<th>Committee Chair:</th>
<th>Committee Meeting Dates/Times:</th>
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## Current Committee Members:
[Must have a minimum of four members—including the chair—to be granted approval.]

## Administrative ONLY

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<th>President’s Signature:</th>
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*this document may also take the shape of a digital form for submission as well.*
Current Standing Committees: Brief Introductions and Contacts

Committee Name
Summary of goals and proposed activities.
Committee Chair:  [Contact Information]

Committee Name
Summary of goals and proposed activities.
Committee Chair:  [Contact Information]
Mira Costa Chapter By-laws

**Article I. Name and Purpose**

**Section 1.** The name of this chapter shall be the Mira Costa Chapter of the National Honor Society of Mira Costa High School.

**Section 2.** The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render genuine and sincere service to others, and to encourage the development of leaders of character in students of Mira Costa High School.

**Section 3.** The Mira Costa High School chapter of NHS shall maintain 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/or disability. This policy of nondiscrimination shall apply to all practices, including the selection, discipline, and dismissal of members.

**Article II. National Affiliation**

**Section 1.** NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c) (3) not-for-profit association. [Article I.3 of National Constitution]

**Section 2.** The control of the national organization shall be vested in the NASSP Board of Directors. [Article II.1 of National Constitution]

**Section 3.** Any secondary public school is eligible to establish a new chapter. Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors. [Article IV.1-3 of National Constitution]

**Section 4.** Duly chartered local chapters shall conform to the Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter. [Article IV.5 of National Constitution]

**Section 5.** NAASP shall not review the judgment of the principal, advisor, or Faculty Council with regards to selection of individual members to local chapters, nor shall the NAASP hear appeals in the discipline or dismissal processes outlined below. [Article IX.2; Article X.7 of National Constitution]

**Section 6.** NAASP outlines minimum standards for NHS membership, but reserves the right for local chapters to increase standards for any of the criteria (Scholarship, Service, Leadership, and Character) as fit for the local environment. [Article IX.2, note of National Constitution]

**Section 7.** **Official Insignia** [Article XV of National Constitution]

- The Mira Costa High School chapter of National Honor Society shall use the authorized and approved official emblem as controlled by NASSP.
- The advisor and principal shall have authority to purchase official insignia and bestow it upon duly elected active or honorary members. [section 2]
- Any member who resigns or is dismissed shall return the emblem to the chapter advisor. [section 3]
- The National Honor Society’s motto shall be Noblesse oblige. [section 5]
- The official colors of the National Honor Society are blue and gold. [section 6]
- The official flower of the National Honor Society is the yellow rose.
- Leadership pins will be bestowed upon elected leaders and may be worn for official chapter events, meetings, and graduation.
h. Leaders who resign or are demoted from leadership position forfeit the right to wear their pins and must return them to the advisor. Pins denoting leadership may only be worn during chapter events for the year in which the member is a leader. If a leader is not elected in subsequent school years, they may only wear their pins for graduation.

i. Gold cords shall be bestowed upon graduating seniors who are in good standing to be worn for graduation ceremonies.

Section 8. These bylaws are designed to amplify provisions of the National Constitution and cannot contradict components thereof. The chapter is obligated to adhere to the provisions of the National Constitution as ratified, revised, and sustained by the NASSP in all activities it undertakes.

Article III. Principal

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty to serve as chapter advisor, who may serve consecutive terms. Co-advisors may be appointed where necessary.

Section 3. The principal shall annually appoint the Faculty Council, composed of five members of the school’s faculty, who may serve consecutive terms.

Section 4. The principal shall be responsible for payment of the annual affiliation renewal fee.

Section 5. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Section 6. The principal may delegate the duty of choosing or reviewing the status of the chapter advisor each year, by discretion, to the Faculty Council.

Article IV. Advisor

Section 1. The chapter advisor shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 2. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 3. The chapter advisor shall maintain files on membership, chapter history, activities, and periodically oversee and verify chapter financial transactions, which are made through the student store (with the school accountant). The chapter advisor shall complete the annual survey and submit it to the national office.

Section 4. The chapter advisor shall regularly review each member for compliance with Society standards and obligations. This includes—but is not limited to—cumulative GPA verification each semester, as well as periodic checks with the school ethics policy, discipline matrix, and attendance records.

Section 5. The chapter advisor shall help all chapter officers understand and carry out their duties.

Section 6. The chapter advisor shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

Section 7. In cases of discipline or dismissal, it shall be the advisor’s duty to give due diligence to the collection of all information and data collection of the facts to be considered in the individual case. This ensures that students receive fair reviews, and that the council remains objective, and considers only relevant and valid information.
Article V. Faculty Council

Section 1. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal. Members of the Council shall recognize that they are working on behalf of the total faculty of the school—all judgments reached by members of the Council should, therefore, be both sound and professional. Members of the Council shall be fully knowledgeable of the guidelines for their chapter and follow carefully all stated guidelines and procedures.

Section 2. Members of the Faculty Council should be from the professional staff on campus, and not from supporting staff. Parents and students cannot serve as members of the Faculty Council.

Section 3. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 4. The Faculty Council shall meet at least once at the beginning of the school year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 5. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

Section 6. a. Neither the principal nor vice/assistant principal(s) may serve as chapter advisor or as a member of the voting Faculty Council.
   b. The principal may delegate responsibility for choosing members of the Faculty Council to an assistant/vice principal or advisor, as needed.
   c. In the case where more information is needed (for selection process, discipline, or dismissal), the principal may appoint additional nonvoting members to the Council for special consideration (for example, if twelve academic departments on campus, a representative from each department, or may seek input from school guidance office).

Section 7. a. The chapter advisor facilitates all meetings of and works with the Faculty Council in selecting, disciplining, or dismissing members, but shall only act as an ex officio, nonvoting, sixth member of the Faculty Council.
   b. Before any decisions of the Faculty Council are made public, the chapter advisor must share the results first with the principal.

Section 8. The identities of Faculty Council members shall remain confidential as much as possible in order to maintain objectivity with regards to chapter decisions, removing for students, parents, and other staff members the temptation to influence the Faculty Council in order to achieve membership. This does not apply to decisions regarding discipline and dismissal, as students will be granted the right to a hearing.

Section 9. If a council member falls ill, or is undertaking other professional responsibilities at the time of an official vote of the Faculty Council, or there is a conflict of interest when the council is called to meet, the principal shall also name one or more official alternate members to the Faculty Council. These members shall also receive the same orientation to chapter guidelines, and shall be available for service in the event that one (or more) of the official five members is unavailable for the above noted reasons.
Article VI. Members

Section 1. Status and Privileges

a. Membership in the Mira Costa High School chapter of National Honor Society is an honor and a privilege bestowed upon deserving students, and not considered a right inherent to any student—NHS is more than an honor roll, and so members must demonstrate not only good grades. Selection for membership is by a Faculty Council and is based on a combination of outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility of continuing to demonstrate these qualities in order to maintain membership. Membership shall take the form of one of the following three categories:

b. Active Membership. A candidate for membership shall first be selected by the Faculty Council and then inducted to become an active member of the chapter. Active members have a voice and vote in chapter affairs, and are expected to maintain the standards by which they were selected. They also fulfill certain responsibilities as detailed below.

c. Honorary Membership. The Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council might also award honorary membership to school officials, principals, teachers, NHS advisors, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active membership status, as detailed below.

d. Alumni Membership. Active members become alumni members upon graduation. Alumni members have no voice or vote in chapter activities. Similarly, because alumni members are no longer within the jurisdiction of the chapter’s Faculty Council, they cannot be dismissed once graduated.

e. Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

f. Members who are seniors in good standing shall be granted the privilege of wearing the honor cords at Mira Costa High School’s graduation ceremony.

Section 2. Transferring Membership

a. Membership transfers automatically when a member moves from one school to the next.

b. In the event that membership requirements differ between school chapters being transferred to and from, the Faculty Council shall declare a students’ membership as temporarily inactive (for example, in the case that an underclassmen is transferring to a program that only accepts upperclassmen), or may be given a grace period to fulfill the new chapter’s requirements (for example, in the case that the incoming chapter’s GPA requirements are higher than the chapter which bestowed original membership).

c. Students transferring must notify, in a timely fashion, the advisor of the new school’s chapter of previous membership, and must give proof in the form of a membership card, induction certificate, or official designation on the previous school transcript.

d. To facilitate informing the new school’s chapter advisor of the transfer, transferring students may request a confirmation letter of good standing be sent from the previous school’s advisor to the new chapter advisor.

e. Transferring students will receive written notice of all specific information pertinent to the maintenance of membership on an individual, case-by-case, basis from the Faculty Council upon completion of the above.

Section 3. Responsibilities of Membership

a. All members are to maintain the standards by which they were selected (for example, continued performance at or above the required GPA, involvement in service and leadership projects, etc.)—see Eligibility information below.

b. Members are expected to attend and be active in chapter meetings. See Article X for Meeting information.

c. Members are expected to participate in both individual and chapter service activities. See Article XI for Activities information.
d. Members shall submit the annual dues of $20.00 for this chapter, to the school Accountant in the Student Store, within 30 days following Induction. Checks should be made out to “Mira Costa High School” with the memo line “National Honor Society Dues.”

e. No member will be denied membership due to an inability to pay chapter dues. An appeal process shall be in place in which the member will have a meeting with the chapter advisor. If in that meeting the chapter advisor determines that the member is unable to pay the dues, the advisor will notify the treasurer that the member’s dues are waived.

Section 4. Eligibility

a. Candidates eligible for selection to this chapter must be members of the Junior or Senior class (freshmen and sophomores shall not be considered).

b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Mira Costa High School (for transferring members, see Article VI, section 2).

c. Candidates eligible for election to the chapter shall have a cumulative (9-12) grade point average of 3.8, academic weighted. This scholastic level of achievement shall remain fixed, and shall be the minimum scholastic level of achievement required for admission into candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.

d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall be considered on the basis of Service, Leadership, and Character.

e. Service. Candidates must show significant, sustained, active, and genuine involvement in service activities in the community. Activities in which candidates received remuneration do not qualify for service consideration, and service involvement does not necessarily equate with leadership experience.

f. Leadership. Candidates must show dedication to school and/or community through leadership opportunities with clubs, organizations, projects, etc. involvement and membership does not necessarily equate with leadership experience, and neither does being an active employee. Leadership should be demonstrated through involvement in leading things like project planning, managing groups, creating or founding clubs or organizations, chairing committees, and going above and beyond the simple requirements of any project or position.

g. Character. Candidates must maintain good standing with regards to the school discipline matrix, including no violations in the Mira Costa High School Ethics Policy. Candidates seeking membership should attend school regularly, receive high citizenship marks, and maintain professional relationships with faculty, staff, and administration.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article VII. Selection Process

Section 1. Notification of Candidacy

a. During the month of August, the chapter advisor, in conference with the school principal or vice principal(s) shall verify the minimum GPA and behavior requirements (i.e., attendance, ethics policy, behavior, citizenship) for all students in the junior and senior classes.

b. Students who meet the minimum requirements shall then be notified, in writing, of their election to Candidacy. At this time, students may choose to access, complete, and submit Forms for Consideration for review by the Faculty Council.
Section 2. Application Process and Review
a. Upon notification of Candidacy, students have two weeks to submit their forms. Late forms shall not be accepted.
b. A detailed description of the selection procedure shall be published in official school publications (i.e., school website, newsletters, etc.) in a timely fashion to all students and parents of the school. The selection procedure shall be determined, reviewed, and revised by the Faculty Council and shall be consistent with the rules and regulations of NHS.
c. All Candidates who have submitted the necessary information shall be considered by the Faculty Council.
d. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
e. Prior to notification of any candidates, the chapter advisor shall review with the principal the results of the Faculty Council’s deliberations.
f. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members of the Mira Costa High School chapter of NHS.

Section 4. Forms for Consideration for membership will become available at the start of each school year for that school year’s membership. Current Juniors and Seniors may be elected to Candidacy and then considered for membership for the current school year.

Section 5. Candidates who are accepted into membership become active members upon Induction. Once students are inducted they do not need to submit for reconsideration in subsequent school years.

Section 6. Students whose candidacy are not selected for membership during the current school year may be reconsidered in subsequent school years if they receive notification that they still meet the minimum requirements.

Section 7. Students who were active members who resigned or were dismissed are not eligible for reconsideration, even if they meet the minimum requirements again.

Article VIII. Member Discipline and Dismissal
Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Mira Costa High School chapter of National Honor Society. A member of the National Honor Society shall be expected to maintain academic standing and take an active role in service and leadership in the school and community.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or the law—a member does not have to be warned, but will be provided a hearing with the Faculty Council on the grounds for dismissal (see section 6).

Section 3. If a member’s performance in any responsibility remains below standard at the end of the warning period, the student shall be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 4. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 5. Violation of the law or school regulations (as found in the Student Handbook, the Discipline Matrix, and Ethics Policy) can result in dismissal of a member. These violations include—but are not limited to—DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.
Section 6. Offenders of school conduct code (such as failure to comply, behavior referrals, unexcused absences, excessive tardiness, etc.) will receive written warning. A conference may be requested by either party (Faculty Council, or student). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 7. Dismissal Procedure
a. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure and outcomes for dismissal within the chapter. Written notification and details of procedure will be provided on a case-by-case ruling for interested parties.
b. The member shall receive written notification indicating the reason for possible dismissal from the advisor and/or Faculty Council. The member and advisor will discuss the notification in a conference, prior to dismissal hearing.
c. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing shall still be held (see below).
d. The member shall be given the opportunity to respond to the charge against him or her at the hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process as identified in Article X of the National Constitution). The member has the opportunity to present a defense either in person or in writing. The Faculty Council will then vote on whether to dismiss.
e. A majority vote of the Faculty Council shall be necessary for dismissal of any member.
f. The results of the Faculty Council vote will be reviewed by the principal and if confirmed, expressed in a letter sent to the student, parents, and principal.
g. Dismissed members must surrender any and all membership emblems to the advisor.
h. The Faculty Council’s decision may be appealed to the principal, and afterwards through the school district discipline policy.
i. Any student who is dismissed shall no longer be an active member, and shall not be considered again for membership within the National Honor Society.

Section 8. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article IX. Chapter Leadership

Section 1. The Mira Costa High School chapter of National Honor Society shall have a two-tiered system of student leadership which includes the Executive Board and Chapter Council.

Section 2. Executive Board Officers
a. The Executive Board officers of the chapter shall be President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.
b. President: The President must be a member of the senior class and serve a single term as President (junior vice president will become acting senior president the following year, unless in the event of a dismissal, in which case a new election will be held). It shall be the duty of the President to preside at the meetings for this chapter. It shall also be the responsibility of the President to act as the public face of the Mira Costa High School chapter of National Honor Society. The President must be able to handle many types of situations, be mature, be organized with good time management skills, have sound judgment, have energy, be able to work with many different kinds of people and personalities, and have a good relationship with the chapter, faculty, and student body. The President shall manage and oversee all chapter activities, including the meeting and event schedules, committee work, and individual student projects and attendance. The President should have a functional and deep understanding of all the relationships between Board members, the Chapter Council, and active members and the inner workings of the processes involved from the top down. The President should help to ensure that all aspects of process are happening on a timely, consistent, and regular basis, requiring significant organization and communication. The President may delegate some of the position’s responsibilities to the Vice President with discretion.
c. **Vice President:** The Vice President must be a member of the junior class and serve a single term as Vice President, and will then assume the role of president the following school year (and will become senior President automatically the following year, elected for a two-year term/function). The Vice President’s primary (and necessary) function is to serve as the official replacement for the President should the president fail to function or be unable to fulfill responsibilities, given any problems or absences. The Vice President must be able to work closely with the President to create a productive Honor Society. The Vice President shall help plan, organize, schedule, and oversee meetings and activities to make sure chapter work is done. The Vice President must be able to know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgment, have energy, be able to work with many different kinds of people and personalities, and have a good relationship with the president, chapter members, committees, and the student body. The Vice President shall help the President manage and oversee all chapter activities, including the meeting and event schedules, committee work and individual student projects and attendance. Members elected to the Vice Presidency must have a vision for club mission and goals for the two years of service. The vice president should also have a functional and deep understanding of all the relationships between Board members, the Chapter Council, and active members and the inner workings of the processes involved from the top down. The Vice President should help the President to ensure that all aspects of process are happening on a timely, consistent, and regular basis, requiring significant organization and communication.

d. **Secretary:** The Secretary may be a student from any grade level and will serve a single term. The Secretary’s primary responsibility is to keep official records of chapter business and serve as the official correspondent for the chapter within the school and local community. The Secretary must be able to keep accurate records and organize the agenda (to be verified by the Vice President and President), be organized, know nearly everything about every meeting, be alert to the calendar and the progress of committees, be knowledgeable about meeting procedures, and take accurate records of chapter meeting and official event minutes and agendas. The Secretary may also delegate some of these responsibilities to one of the Chapter Council officials where necessary.

e. **Treasurer:** The Treasurer may be a student from any grade level and will serve a single term. The Treasurer’s primary responsibility is to work closely and maintain accurate records of all financial transactions of the chapter and periodically report a summary of these transactions at meetings (specifically, money raised by chapter events, committees, etc.). The Treasurer shall also keep record of membership dues, and shall help predict how money can and should be used in the future to make concrete suggestions for saving money or increasing efficiency. The Treasurer should be the person concerned with regulating the flow of money, including such things as leadership camps, awarding scholarships, purchasing goods and services for events such as induction or graduation, etc. The Treasurer expected to be the chief financial officer for the chapter, know about money, accounting, and budgeting, be called upon to give financial advice, be able to research and develop cost analyses, keep accurate records of the chapters finances, and develop a good relationship with the school accountant. The Treasurer shall fill out a report form biannually to report during Executive Board meetings.

f. **Parliamentarian:** The Parliamentarian may be a student from any grade level and will serve a single term. The role of the Parliamentarian is to ensure that meetings are orderly and civil, and to help the chapter operate according to its constitution and bylaws. The main function of the Parliamentarian is to advise the President or chairperson on procedure during meetings, but cannot rule members out of order or call for votes (only the President may do so). However, if a Parliamentarian notices any violation in procedure, it is the Parliamentarian’s job to notify the board so that the President may rule from the chair. The Parliamentarian is expected to act as the keeper of the Constitution and Bylaws and be familiar with their contents, to be knowledgeable about meeting procedures, to offer procedural opinions during Executive Board meetings and work closely with the Secretary in establishing things like schedules or agendas or meetings, to know everything about every meeting, and chair the constitution/bylaws revision committee if the need arises.
g. **Historian:** The Historian may be a student from any grade level and will serve a single term. The primary responsibility of the Historian is to collect and preserve information that provides a clear and concise record of all chapter activities for the year. The Historian shall collect information, including—but not limited to—membership rosters, contact information, meeting agendas (attained prior to each meeting with the help of the Secretary and Parliamentarian), meeting minutes (attained after each meeting with the help of the Secretary), event information, and physical records of events (i.e., pictures). The Historian shall also work closely with the Public Relations chair in the Chapter Council, who will be responsible for posting these records for public consumption.

**Section 3. Executive Board Responsibilities**

a. The Executive Board alone (without the Chapter Council) may vote and rule on approval of standing committees, mission and/or goal setting for the school year, any chapter-awarded (non-national) scholarships, or other decisions which may present a conflict of interest with the Chapter Council at-large.

b. The Executive Board, alone, shall meet with the advisor to discuss chapter business once a month.

c. The Executive Board shall have general charge of the organization and flow of meetings and the business of the chapter, with the President as the head; however, any action by the Executive Board, made both during public full-membership meetings and as decided during closed board meetings, shall be subject to review of the chapter members (minutes for Executive Board and Chapter Council meetings must be made public within a week of meeting, as taken by the Secretary and recorded by the Historian and publicized by the Public Relations chair).

d. The Executive Board should also meet once a month with the full Chapter Council, upon which meeting minutes should follow the same protocol as above.

**Section 4. Chapter Council Officers**

a. The Chapter Council officers shall include all members of the Executive Board, as well as the Senior Class Chair, Junior Class Chair, ASB Club Council Representative, Public Relations Chair, and all approved Standing Committee Chairs. (For information about standing committee approval and leadership, see Article XI, section 4.)

b. **Class Chairs.** Class Chairs shall be elected by class members only (juniors for junior chair, seniors for senior chair) for a single term. Class Chairs are responsible for keeping record of membership within their classes, and taking attendance during official chapter meetings and events. Chairs shall coordinate any grade-level-specific chapter events, and help facilitate and encourage individual service projects with their class members. Regular active members should refer to their Class Chairs for all specific chapter information, and pose questions and concerns to their Class Chairs for representation and discussion within the Chapter Council meetings. Chairs may then refer members to particular Board officers for specific information if necessary. Class Chairs should expect to be working closely with specific Executive Board officers on larger projects, events, or issues when the need arises, as designated by Executive Board decision.

c. **ASB Club Council Representative.** The Club Council Representative may be a student from any grade level and will serve a single term. The Club Council Representative shall be actively engaged in Chapter Council meetings, taking notes on chapter events and scheduling, with the express purpose of reporting to the school ASB Club Council organization which meets periodically throughout the school year. The Club Council Representative shall also take notes during the ASB Club Council meetings, and will report back any pertinent information to the Chapter Council. The Representative should be a person who is willing to actively listen and engage in discussion, and act as a mature and capable liaison between the two functioning organizations, with great understanding of the chapter procedures and bylaws, and pay particular attention to the needs of the school and offer up ways in which the Mira Costa High School chapter of NHS can facilitate any ASB missions and goals for the given school year. The Representative should expect to work closely with both the Secretary and Parliamentarian of NHS.
Section 6.  

- **Public Relations Chair.** The Public Relations Chair may be a student from any grade level and will serve a single term. The Public Relations Chair should be a creative individual with knowledge of technology and creative design, and have good interpersonal skills. The Public Relations Chair shall ensure that all pertinent information (i.e., meeting agendas, meeting minutes, membership rosters, event information, etc.) are publicized for chapter and community consumption. The Public Relations Chair shall work alongside the Historian to ensure the information is accurate, and disseminated through systems including—but not limited to—the school Learning Management System, the official school and chapter website(s), PTSA newsletters, local newspapers (these previous two should be done in conjunction with the Secretary who is the acting liaison between the club and the general public), etc. Public Relations Chairs may benefit from knowing code or software programs related to web design, creative processing, photo publishing, document design, and so on.

- **Standing Committee Chairs.** Standing Committees shall be approved by the Executive Board alone and may grant a representative from each approved committee to serve on the Chapter Council to report on Committee issues and progress. Standing Committee Chairs are often (but not limited to) standing committee founders, though leadership and representation may be chosen on an individual basis as each committee sees fit. Only one Standing Committee Chair may represent each official, approved standing committee. Unapproved standing committees shall not have official representation until properly approved. Standing Committee Chairs shall present progress and ask questions specific to their committee work during Chapter Council meetings, and may also be asked by the Executive Board to produce presentations for full membership meetings throughout the year.

Section 5.  

**Chapter Council Responsibilities**

- a. The Chapter Council will meet monthly (on different days than just the Executive Board alone) to report on class projects or problems, to report committee progress or problems, to discuss chapter missions and goals, or other chapter-related business aside from the exclusions enumerated in Article IX, section 3.

- b. The Chapter Council may pose issues for Executive Board consideration, but do not have a voting voice. The Executive Board will then consider the issues and vote during their monthly meetings, of which minutes will be posted for all Chapter Council Chairs and active members.

- c. The Chapter Council may request the appointment of special committees for specific purposes, which will then be approved by the President. Council members should come prepared with a proposal, including the names of requested member appointments to these special committees, as well as the basis of the project and its duration prior to being approved. These records will then be given to the Historian, who will work with the Public Relations chair to ensure publication. The Secretary may also provide aid in terms of member contact information and suggestions for appointments. (More information regarding special committees can be found below in Article XI, section 3.)

Section 6.  

**Executive Board and Chapter Council Elections**

- a. The election of all leadership positions shall happen at the beginning of each school year as soon as new candidates are selected for active membership.

- b. Leadership elections will occur prior to Induction of new members. Information will be posted for all members—new and returning—regarding the application process, procedure, and schedule.

- c. All active and newly-elected members are eligible to run for the positions described. All active members are eligible to vote, unless specific grade-level requirements exist. (See specific job descriptions for the specific grade level requirements in Article IX, sections 2 and 4.)

- d. Upon completion and submission of statements of intent, candidates for office shall give speeches to full membership in a special meeting. Voting will then be available to all members, in which a majority vote shall be necessary to elect any officer of the chapter.

- e. If the first vote does not yield a majority (50%+1), a second, run-off vote shall be taken of the top two candidates receiving the highest number of votes for the given position. The one exception to this rule shall be the office of the vice-president, in which case co-vice presidents (and thus, co-presidents in the subsequent year) may exist.
d. All members of the Chapter Council, including the Executive Board, who are serving single terms may serve consecutive terms, unless otherwise indicated by chapter descriptions above. They must, however, run on the election ballot again.

e. All members of the Chapter Council, including the Executive Board, who are serving single terms may run for other positions in subsequent years, unless otherwise indicated by the chapter descriptions above. They are not, however, guaranteed any leadership position should they lose the election.

f. Officers-elect shall be presented for the first time to all members during Induction, and will be honored in a special ceremony, meeting, or other special event prior to Induction, thus beginning their active service.

g. The Faculty Council and/or advisor and/or principal may designate or revise election procedures not explicitly given in the chapter bylaws as deemed necessary to ensure active participations of as many members as possible. Voting for elections should aim for a quorum, and can be held in person or online depending on the most useful method for the current chapter membership.

Section 7. Failure to Fulfill Leadership Responsibilities

a. Failure to maintain the standards outlined for each leadership position above may result in disciplinary action, which includes—but is not limited to—prompt warning in writing by the chapter advisor. Warnings shall give reasonable amount of time to correct the deficiency.

b. Further warnings shall be at the behest of the Faculty Council, at the request of the advisor. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

c. If warnings are not heeded, the Faculty Council may remove a leader from the elected position. The student in question shall receive written notification of the decision. The student may request hearing with the Faculty Council, and may appeal the decision with the principal who has final ruling on the issue.

d. The student removed from leadership returns to active member status, and must return any leadership emblems bestowed upon them in ceremony. The student maintains the benefits of membership, but revokes special privileges and responsibilities earned from the original election to leadership.

e. If a student’s offending actions are more flagrant violations of school code or law, the discipline and dismissal process may be invoked, and shall follow the procedures outlined in Article XIII, section 6 and automatically revoke leadership status.

f. Unoccupied positions that result from demotion, dismissal, transfer, or resignation of a student leader shall invoke a special election for the Executive Board, unless it is the President which is vacant in which case the Vice President will become the acting President and a special election will be held for the Vice President vacancy. Chapter Council officer vacancies that result from demotion, dismissal, transfer, or resignation shall be filled by appointment of the Executive Board, who will nominate and then vote. New appointments require a majority vote of all Executive Board members.

Article X. Meetings

Section 1. Meeting Scheduling

a. Regular Full Chapter meetings shall be once monthly on days designated by the advisor and/or Faculty Council, in accordance with school facility availability and in line with the school calendar.

b. Chapter Council meetings shall take place the week after designated Full Chapter meetings.

c. Executive Board meetings shall take place the week before designated Full Chapter meetings.

d. Approved standing committees may set their own scheduled meeting times and meeting regularity as per necessary to complete their designated function. All standing committee schedules shall be submitted to the Secretary for approval, who will then hand off to the Historian and Public Relations Chair to record and post publically so that active members have access to standing committee meeting information. (For more information about committees, see Article XI, section 3.)
Section 2. The Mira Costa High School Chapter of National Honor Society shall conduct all official meetings according to Robert’s Rules of Order (newly revised):

a. The president shall call the meeting to order.

b. Class Chairs (or Advisor for leadership meetings) shall take roll of all members present, to be recorded in the minutes by the Secretary.

c. Secretary shall present a summary of minutes from the last meeting, as posted in more detail publicly for all members by the Historian and Public Relations chair (should members desire)

d. The Executive Board shall present its reports on official chapter business as defined by the Secretary in the agenda, and posted previous to the meeting by the Historian and Public Relations chair.

e. Chapter Standing Committees shall present reports on individual business as defined in the agenda approved by the Secretary, and posted previous to the meeting by the Historian and Public Relations chair.

f. Any special orders, new business, or unfinished business shall be presented by leadership and/or the advisor, including—but not limited to—important business previously designated for consideration at this meeting. Active Members may make any motions, ask questions, or speak publicly during this time. Voting may also take place, and may take a variety of forms depending on the item presented for consideration.

g. Any announcements regarding scheduled meetings, special meetings, events, or pertinent membership information shall be given by the executive board and/or advisor.

h. The President shall call for adjournment at the conclusion of the allotted meeting time.

(A detailed outline of the Robert’s Rules for Order, newly revised, and all related meeting procedures shall be publically published for members who desire it.)

Section 3. Chapter Attendance

a. All chapter members are expected to attend all regularly scheduled chapter meetings as part of the requirements of maintaining Active Member status.

b. If a member is unable to attend a regularly scheduled meeting, they are required to notify the Vice President at least 24 hours prior to the meeting. Students must present a valid excuse for missing the meeting in order for the absence to be qualified as excused.

c. Each member is allowed four (4) excused absences per school year.

d. If a member does not notify the Vice President of absence prior to the meeting, then the member will incur an unexcused absence.

e. Members who incur three (3) unexcused absences in a school year shall be put on probation, which the faculty advisor shall determine the terms of said probation.

f. Failure to meet the terms of the probation shall then begin the discipline process, and may be grounds for dismissal as per procedures outlined in Article VIII.

Article XI. Activities

Section 1. Chapter Goal Setting

a. During the first regular chapter meeting after officer elections and new member Induction, the agenda shall include a Goal Setting brainstorm for the year, as well as information regarding committee creation to facilitate that goal (and others—see Committee information in Article XI, sections 3 and 4).

b. The Chapter Council shall then deliberate brainstormed information and select a chapter goal by majority vote of the Executive Board members.

c. The Chapter Council shall then select one or more service projects for the year based in the chapter goal.

d. These goals and projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

e. All members shall regularly participate in these projects as part of the requirement for maintaining membership in good standing. Failure to do so without prior notification to the Executive Board, with acceptable reason for excusal, shall result in disciplinary action as determined by the disciplinary structure outlined in Article VIII.
f. The chapter shall publicize and document its projects in a positive manner, as per the duties of the Historian with the help of the Public Relations Chair.

Section 2. Individual Service Projects

a. Each member shall have the responsibility of choosing and participating in an individual service project that reflects particular talents and interests. This is in addition to the chapter projects to which all members contribute (see above).

b. Members shall submit proposals for their individual service projects to their Class Chair by the end of October each school year. The Class Chair will organize with the President who will grant approval, and then along with the Historian and the Public Relations Chair, and make public records of each member’s service project for the year.

c. Members whose projects which are not approved initially by the President shall be notified by the Class Chair. They shall then submit a revised proposal within two weeks to the chair who shall confer with the President. Class Chairs may be very helpful in helping members create proposals which may be approved. The advisor may also be a helpful resource.

d. Members may create standing committees within NHS and work on these service projects jointly with other members in fulfillment of the requirement for maintaining membership, or members may work on individual projects outside of school in order to fulfill the same requirement.

e. The basic requirements for the individual service project is that it be a sustained, meaningful, and impactful project. Members must dedicate at minimum 20 hours to this project. It must be documented throughout the school year.

f. This project may be a continuance of a previous project, and all 20 hours must happen within the school year (summer hours are encouraged, but not considered for the fulfillment of this requirement).

g. Members shall reflect on their service projects at the end of the year as part of the service requirement.

h. All individual service projects shall be publicized in a positive manner; members shall submit end of the year reflections, along with documentation in the form of signatures from adult supervision of the project (i.e., non-profit leaders, parents, etc. who were involved in the project or supervised the volunteer program), pictures, etc.—to the Class Chair, who will work alongside the Historian and Public Relations chair to publicize all projects.

i. Individual service projects shall not benefit the member in any way (i.e., remuneration), or benefit the member’s family (i.e., building a family fence, helping at a family-owned business, etc.).

j. Election to leadership and active participation as a leader automatically qualifies for the member’s 20-hour and NHS-sanctioned service activity requirement, and need not submit an Individual Service Project Proposal. Elected leaders should still document and reflect upon their time as leaders and their service to the organization as submitted at the end of the year (this does not include chapter committee leaders, who are not elected through the official process outlined in Article IX, section 6).

Section 3. Chapter Committees

a. There are two basic types of committees useful to the Mira Costa Honor Society chapter of NHS: Standing Committees, and Special Committees

b. Standing Committees: Members may choose to create committees in order to collectively enact individual service projects with the collective help of others (they may happen collaboratively if members’ desired volunteer work coincide). These committees are sustained throughout the school year, and must be approved through the Standing Committee Approval Process (see Article XI, section 4). Upon approval, the standing committee’s selected chair will serve as the representative voice of the committee in Chapter Council meetings for the school year. Standing committees shall also periodically be asked to report on progress or present to the full membership at regular chapter meetings throughout the school year.

c. Special Committees: these committees are requested by the Chapter Council and specially appointed by the President to do definite tasks for projects with time limits, such as fund drives, dances, elections, specific short-term events, chapter business, etc. Special committees
meet with the President regarding their tasks outside of the regular meeting structure during the times in which they are relevant, and are dissolved upon task completion. They do not receive representation in Chapter Council meetings. They do, however, count toward the official chapter hour commitments.

d. Committees should include both new and old members of the chapter to ensure continuity of leadership in the following school year.

e. Committees should not duplicate or interfere with other school organizations on campus—however, they may serve to complement and serve the best interests of the school as a whole.

f. Committees shall foster comfortable atmospheres where everyone’s ideas are valued, have clearly defined purpose and specific goals, exhibit proper communication among all members internally and in coordination with other committees and members, engage in self-assessment, and understand the authority and limitations while recognizing and appreciating the contributions of all members within the organization.

Section 4. Standing Committee Approval

a. After Induction, all active members will have access to the Standing Committee Proposal Form. This is a rolling proposal form which can be submitted at any time during the school year, though members should consider these proposals earlier in the school year in order to have time to enact a specific goal.

b. Proposed standing committees shall submit their forms to the Vice President for consideration of the Executive Board, who will deliberate on approval of the proposal.

c. A majority vote of the Executive Board is required for approval.

d. Written notification of approval will be given to the proposed committee chair as indicated on the proposal.

e. Approved committees must then submit, revise, and update schedules, meeting minutes, committee events, and committee rosters periodically with the Historian. This information will be made public for all members of the chapter.

Section 5. Committee Discipline or Disbanding

a. Should a committee fail to make progress on its task, hold regular and productive meetings, or foster a proper working environment for all members, the Executive Board may motion to discipline or disband as they see fit for the circumstances.

b. Discipline may take the form of warnings, removal of offending committee members, demotion/removal/replacement of the committee chair, probation on condition of growth or project completion by a strict timeline, or other forms which the Executive Board deem fit.

g. The Executive Board shall decide at which point the offending committee has exceeded a reasonable number of warnings.

c. The committee chair shall be notified of a move for discipline or disbanding. The committee chair and/or particular members in question, shall have the right to a hearing with the Executive Board in a special meeting. The Board shall then deliberate and issue its ruling on the basis of a majority vote.

d. Upon disbanding a committee, all members must arrange other means by which to fulfill the basic requirements for maintaining active membership regarding chapter and individual service for the school year. Hours worked within the committee up to the point of disbanding shall count toward the requirement.

e. If a committee has been disbanded, the committee chair shall no longer serve on the Chapter Council.

f. If a committee chair is removed on the basis of individual discipline, the committee shall choose a new chair on whatever basis it deems fit for its individual purpose. The removed chair shall no longer serve on the Chapter Council, but may continue as a member of the committee, unless otherwise ruled by the Executive Board. The new committee chair shall begin serving on the Chapter Council immediately.

g. Any changes that result from discipline or disbanding shall be communicated to the Secretary for proper public documentation.
Section 6. Individual service projects and standing committees are one-year commitments, and must be renewed each year of a member’s tenure. Resubmission of proposals can be granted for extension, given they reflect growth from the previous year’s submission.

Article XII. Amendments

Section 1. These bylaws may be amended by a two-third vote of the chapter quorum, provided notice of the proposed amendments has been given to members at least one month prior to vote. The exceptions to this are Articles VII and VIII, which are developed and revised by the Faculty Council with the approval of the principal.

By-laws reviewed, revised, and submitted to vote by Faculty Council, Administration, and Advisor, 22 August 2018.

By-laws ratified by 50%+1 of active voting members 25 September 2018.