



The  
**American School of Kuwait**  
Excellence In International Education



Bylaws for the NHS Chapter  
American School of Kuwait



# Bylaws for the NHS Chapter American School of Kuwait

## Article I. Name and Purpose

Section 1 - The name of this chapter shall be the National Honor Society of American School of Kuwait.

Section 2 - The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of the American School of Kuwait.

## Article II. Membership

Section 1 - Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs. See National Constitution for detailed description.

Section 2- Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 3 - Eligibility

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class.
- 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 American School of Kuwait.
- c. Candidates eligible for selection to membership shall have a minimum cumulative GPA of 3.5. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to 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 then be considered based on their service, leadership, and character.

### Article III: Selection of Members

Section 1 - The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, nonvoting, ex officio member of the Faculty Council.

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

- a. Student's academic records shall be reviewed to determine scholastic eligibility by the Chapter Advisor and the Faculty Council.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Application form for further consideration for selection.
- c. The Faculty Council shall review the Student Application and faculty evaluations in order to determine membership.

Section 3 - The selection of new active members shall be held once a year during the second semester of the school year.

Section 4 - Candidates become members after the induction ceremony.

Section 5 - Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6 - An active member of the National Honor Society who transfers from ASK will be given a letter indicating the status of his or her membership and signed by the principal and chapter advisor.

Section 7 - An active member of the National Honor Society who transfers to ASK will automatically be accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

### Article IV: Discipline and Dismissal

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

Section 2 - If a member's cumulative GPA falls below the standard in effect when he or she was selected (3.5 CUM GPA), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Chapter Advisor, which may include consideration of dismissal from the chapter.

Section 3 - If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Chapter Advisor which may include dismissal from the chapter.

Section 4 - Violation of the law or school regulations can result in immediate dismissal of a member. These violations include, but are not limited to, DWI; stealing, destruction of property; Academic dishonesty, truancy; or possession, selling or being under the influence of drugs or alcohol at school or school-related activities.

Section 5 - Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Chapter Advisor, student or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6 - In cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without written warning although a hearing must still be held.
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote of dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the Principal and then, if confirmed, expressed in a letter sent to the student, parents and principal. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the office of the superintendent.

- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for renewed membership in the National Honor Society.

Section 7 - In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## Article V: Officers

Section 1 - The officers of the chapter shall be president, vice president, secretary and treasurer.

Section 2 - Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as officer. All active members of the chapter are eligible to vote.

Section 3 - A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4 - It shall be the duty of the president to preside at the meetings for this chapter, and work with the secretary to create a historical record of the year's events. The president will provide an agenda for approval by the Chapter Advisor two days before the scheduled meeting.

Section 5 - The vice president shall preside in the absence of the president and shall also keep the records of members' contributions to leadership and service.

Section 6 - The secretary shall keep the minutes of the meetings, be responsible for all official chapter correspondence (announcements, etc.) and provide assistance to the president in maintaining the historical records.

Section 7 - Treasurer shall keep the record of chapter expenses, dues and all other financial transactions of the chapter.

Section 8 - Should any officer resign their position or be dismissed from the chapter an intern officer will be appointed by the chapter advisor until a special election can be held.

## Article VI: Executive Committee

Section 1 - The executive committee shall consist of the chapter advisor and the chapter officers.

Section 2 - The executive committee shall have general charge of the meeting and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## Article VII: Meetings

Section 1 - Meeting of this chapter shall be monthly. These meetings will be held the third Monday (same Monday that Department chairs meet) of the month after school from 2:45 to 3:45 in the Chapter advisors classroom. Executive committee meeting shall meet bimonthly during lunch in the Chapter Advisor's classroom. Meeting during lunch can be called when the executive council feels that it is needed. Announcement will be made informing members.

Section 2 - This chapter shall conduct its meeting according to *Robert's Rules of Order*.

Section 3 - All chapter members are expected to attend all regularly scheduled chapter meeting. Members that miss two meeting will receive written warning notification and disciplinary action may be taken. Continual absenteeism will result in a hearing with the Faculty Council to determine dismissal status.

Section 4 - Excused absences from meetings can only be approved by the Chapter Advisor.

## Article VIII: Activities

Section 1 - The chapter shall determine one or more service projects for each year.

Section 2 - All members shall regularly participate in these projects and accumulate the required service hours (10 service hours per semester).

Section 3 - These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized and executed.

Section 4 - Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute. Many members can fulfill this requirement during the summer holiday provided documentation is provided by a supervising adult. (10 service hours)

Section 5 - The chapter shall publicize its projects in a positive manner.

## Article IX - Emblem

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

Section 2 - Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3 - Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted by the local chapter at graduation.

#### Article X: Dues

Section 1 - Annual dues for this chapter shall be 10KD.

Section 2 - Dues will be payable to the chapter Treasurer within 30 days of the first scheduled school day. Transfer students must pay within 30 day of induction.

#### Article XI: Powers

Section 1 - The Chapter Advisor is given authority to supervise the administration of chapter activities.

Section 2 - The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3 - These bylaws are designed to elaborate provisions of the National Constitution and cannot contradict components thereof. The chapter is obligated to adhere to the provisions of the National constitution in all activities it undertakes.

#### Article XII: Amendments

Section 1 - These bylaws may be amended by a two-thirds vote of the chapter, providing notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV.

Section 2 - Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Date: February 2007

Rachel Clark  
Chapter President

Adriana Kostopoulos  
Chapter Secretary

Ms. Amy Maurer  
Chapter Advisor

Mr. Glenn Hooper  
Principal