

**Hamlin Collegiate High
School
National Honor Society
Handbook
2022-2023**



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Section 1: What is the National Honor Society?

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Today, it is estimated that more than one million students participate in NHS activities. NHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. territories, and Canada. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service.

Four main purposes have guided chapters of NHS from the beginning: to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. These purposes also translate into the criteria used for membership selection in our chapter.

I, _____, PLEDGE TO MAINTAIN MY SCHOLASTIC STANDING, TO HOLD AS VITAL AND WORTHY AN UNTARNISHED CHARACTER, TO VENTURE INTELLIGENTLY AND COURAGEOUSLY, TO BE A LEADER, AND TO GIVE OF MYSELF FREELY IN SERVICE TO OTHERS. IN DOING SO I SHALL PROVE MYSELF WORTHY OF A PLACE IN THE NATIONAL HONOR SOCIETY.

Section 2: The Four Main Ideals of the National Honor Society

- A. **Scholarship:** To uphold the quality of scholarship, members must receive grades that are considered to be A or B only, in all classes.

- B. **Leadership.** Active leadership roles in both the school and community are expected from all members. Students who exercise leadership characteristics exhibit, but are not limited to, these qualities:
 - 1. Initiates service projects to improve the community
 - 2. Practices routine self-reflection assessing strengths and weaknesses, and delegating responsibilities as needed.
 - 3. Exercises positive influence on peers and upholds school ideals for global citizenship

4. Contributes to ideas that improve the climate and culture of Hamlin
5. Demonstrates academic initiative and ambitious goal-setting in personal and professional endeavors
6. Participates proactively in the classroom, at work, and in all other activities, often serving in leadership roles

C. Character. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. A student of good character regularly and routinely exhibits, but is not limited to, the following characteristics:

1. Conscientious model of integrity, altruism, and humility.
2. Takes criticism willingly and accepts recommendations graciously
3. Consistently exemplifies desirable qualities of behavior such as routine courtesy, concern, and respect for others on a regular basis
4. Upholds principles of morality and ethics by complying with school regulations concerning school property, academic and athletic programs, extracurricular activities (including but not limited to) participation and leadership roles, etc.
5. Demonstrates the highest standards of honesty, reliability, and integrity by avoiding intentional cheating of any sort and refusing to profit from the mistakes of others.
6. Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom and in all service commitments.
7. Actively promotes positive school culture and climate
8. Uses social media for positive purposes, and does not use it dishonor oneself, school, or the Hamlin National Honor Society
9. Consistently obeys the law as a good citizen
10. Attends school regularly - no excessive tardiness to or absence from class. School tardies and absences will be strictly monitored throughout the school year. Please refer to the Hamlin High School Handbook for information regarding attendance policies.

D. Service. Service is generally considered those actions undertaken by the student, which are done with or on behalf of others without any direct financial gain or material compensation to the individual performing the service. Exemplary qualities of a commitment to service include, but are not limited to, the following:

1. Volunteers and provides dependable and well-organized assistance is gladly available and is willing to offer assistance
2. Demonstrates a conscious understanding of altruism, and knows the purpose of service projects is to benefit others, not merely to fulfill the general requirements for membership
3. Upholds a spirit of cooperation to readily take on service responsibilities and leadership opportunities
4. Conscientious of the role members play as both an ambassador of our school while engaged in service activities in and outside of the Hamlin community
5. Cheerfully and enthusiastically renders any requested service to the school and completes committee and staff work without complaint

Section 3: By-Laws

A. Process for Induction

Every student seeking induction into the Hamlin National Honor Society will:

- a. Complete the application form in its entirety by the due date
- b. Receive a recommendation of induction from the Selection Committee
- c. Have a 91 GPA at the time of application
- d. Meet the passing standard for every STAAR-EOC test while in high school
- e. Sign the Hamlin National Honor Society contract

B. Member Obligations

Every student that has been inducted into the National Honor Society will be required to:

- a. Participate in all service projects selected by the officers
- b. Attend every meeting called by the officers/advisor

- c. Participate in at least one (1) academic UIL event each year of membership
- d. Make the A or A/B honor roll every six weeks
- e. Always exemplify the four main ideas of the National Honor Society, which are Scholarship, Leadership, Character, and Service. Examples of each ideal are listed in Section 2.
- f. Annual membership dues of \$20.

C. Officer Elections and Duties

- a. Officers will be elected by the members of the National Honor Society
 1. Members must be present to vote
 2. Members will be notified at least two weeks prior to the date of the vote
 3. The members shall vote the following offices in the NHS chapter: President, Vice President, Secretary, and Treasurer
 4. Election votes will be counted based on responses on an anonymous ballot with the results tabulated and published by the faculty advisors within 48 hours of the election.
- b. To be eligible to be an officer, the member must have been in the National Honor Society for one (1) year
- c. Officers will be responsible for determining the service projects for the year
- d. Officers will be responsible for scheduling meetings

D. Meetings

- a. Our chapter shall have regular meetings during the school year on days designated by the officers and in accordance with school policy and regulations.
- b. The regularity of the meetings will be determined upon officer elections.
- c. The chapter president or other designated officer may call special meetings approved by all officers.
- d. Chapters shall conduct meetings according to *Robert's Rules of Order*.

E. Discipline Procedures

- a. Any behavior that is not in accordance with the National Honor Society's four main ideas: Character, Scholarship, Leadership, and Service, will be grounds for a written warning. Violations of the four main ideas will be determined at the Adviser's discretion.
- b. Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency
- c. Members will be allowed three warnings in a calendar year

- d. Upon the receipt of the third warning, the member will go through the dismissal process
- e. Major violations of the four main ideas could be grounds for the dismissal process and not a written warning. There will be offenses that will not be tolerated, (e.g., DAEP placement, Suspension, etc.). These can also be determined by the adviser's discretion as to the situation warrants.

F. Dismissal Process

- a. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. This is considered a due process for all members.

Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws, in which case a member does not necessarily have to be warned. The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Procedures Notification

- A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-dismissal hearing.

Pre-Dismisssal Hearing

- NHS Members are encouraged to attend the hearing, but attendance is not mandatory. Parent(s)/guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.
- b. For purposes of dismissal, a majority vote by the Faculty Council is required.
 - c. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.
 - d. The National Council and NASSP shall hear no appeals in dismissal cases.

G. Resignation

- a. If a student indicates a willingness to resign the NHS membership, a conference will be held to discuss the resignation implications. This meeting will include, but

not be limited to, the school principal, the NHS member, the parent(s) of the member and the chapter advisor. If all parties are in agreement, the letter of resignation shall be written by the member and submitted immediately.

1. Those students who resign from the NHS will never again be eligible for membership or its benefits.
2. Resignations should be submitted in writing with the signature of the member and parents/guardian.
3. All membership materials must be surrendered to the faculty advisors

NHS DEMERIT SYSTEM

To establish repercussions for problems such as poor attendance, talking out of turn in meetings, detentions, tardiness, etc., HCHS NHS has a demerit system. Any HCHS NHS member that accumulates 5 demerits over the course of the school year, **or who partakes in a dismissible act, will be removed from NHS.**

If a scheduling conflict arises, such as practices and other UIL events, the President or Sponsor should be notified A WEEK IN ADVANCE so affected members can be allowed early dismissal without penalty. Those who fail to comply will receive demerits for their absence. If anyone has an excused absence (absent from school due to: illnesses, emergencies, funerals, appointments, etc.), the Sponsor should be contacted so proper steps can be taken. If a member has an unexcused absence from school he/she will receive one demerit per unexcused absence.

The Sponsor reserves the right to dismiss any representative or officer, if it is reported that a member is not fulfilling their duties and responsibilities as a member of HCHS National Honor Society or he/she is not representing the National Honor Society in a positive and appropriate manner.

Unexcused Absence at Meeting OR Function	2 demerits
Unexcused absence from school	1 demerit
Out of Dress Code at function/event	1 demerit
Report of Disrespect via teacher, staff, bus driver, etc.	1 demerit (dismissal depending on severity)
Accumulation of 10 unexcused tardies in a school year (5 per semester)	1 demerit (per 5/semester)
Suspension, DAEP, or ISS for inappropriate behavior and/or actions	Dismissal (ISS: sponsor discretion)
Not Completing Mandatory Service Hours (25 per semester) (Hours must be approved and accepted by sponsor)	1 demerit per 5 hours not completed

Hamlin National Honor Society Contract

REQUIREMENTS FOR NHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

- **Standards:** I realize that as a National Honor Society member I will be expected to uphold the standards of exemplary scholarship, leadership, service, and character by which I was selected for membership in National Honor Society. I recognize that these elements are essential to maintaining an active membership in the National Honor Society. I understand that if I fail to uphold these standards, my membership will be subject to disciplinary action, up to and including dismissal.
- **Service:** I recognize that one component of membership in the National Honor Society is providing service to my school and community.

Accept Commitment for Membership in NHS

I have read through the requirements for active status in National Honor Society and recognition at the Hamlin High School graduation ceremony for 2020-2021. I am willing to make a serious commitment of time and energy in order to be a productive and positive member. Signatures below also acknowledge receipt of the Hamlin High School National Honor Society Handbook.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Decline Membership in NHS

I choose to decline NHS membership at this time. I understand that by declining membership, I am no longer eligible for membership in NHS in the future and will not be recognized as having been a member.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

