Andover High School
National Honor Society Bylaws

I. Preface

The Andover High School Chapter of the National Honor Society recognizes students who demonstrate outstanding scholarship, service, leadership, and character. The chapter is a pro-active group dedicated to community service, school improvement and academic excellence. National Honor Society members exemplify the highest ideals of service, citizenship and academic excellence at Andover High School.

II. Faculty Council

A. The Andover High School Chapter of the National Honor Society is governed by a council consisting of five members of the Andover High School faculty with each member having one vote.
B. The National Honor Society advisor serves as a moderator of the Faculty Council meetings but has no vote in the proceedings.
C. A majority vote in the Faculty Council is binding in all matters.
D. Decisions on the Faculty Council may be appealed in accordance with provisions established in the National Constitution.
E. The Faculty Council shall reserve the right to grant honorary membership to school officials, principals, teachers, NHS advisors, adults, students with disabilities, 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.

III. Academic Eligibility

A. Juniors and seniors are eligible for active membership in the National Honor Society.
B. Academic eligibility requirements will be established by the Faculty Council and published in the student handbook.
C. The academic eligibility requirement established by the Faculty Council will be based on a student's cumulative academic record and be in accordance with Article IX of the National Constitution.
D. Prospective members will be held to the academic eligibility standard published in the student handbook for the year in which they entered Andover High School as a freshman.
E. In accordance with Article VIII of the National Constitution, transfer students must be members of Andover High School for one complete semester before becoming eligible for membership.
F. Transfer students inducted into the National Honor Society at their previous school and holding membership in good standing prior to transfer to Andover will automatically become members in the Andover High School Chapter.

IV. Selection

A. The student portfolio will be evaluated in detail by each member of the Faculty Council in determining the final selection.
    a. Student anonymity in the initial evaluation process is established by the assignment of a unique identification number to each portfolio.
    b. The initial portfolio evaluation by each member of the Faculty Council shall be done by the identification number, not student name.
    c. The NHS advisor will re-associate student names with identification numbers for the purpose of making the final selection of members.
B. An invitation for membership will be extended to any student receiving a majority vote of the Faculty Council.
C. Students acquire NHS membership at a formal induction ceremony held during the second semester.
D. Once inducted, members will receive a copy of the Chapter Bylaws and a membership certificate.

V. Officers and Committees

A. The responsibilities of the elected officers and committees of the Andover High School Chapter of the National Honor Society are as follows:
    a. The President shall conduct the meetings, delegate authority and provide active leadership in the organization.
    b. The Vice President shall assist the President and act in the President's absence.
    c. The Secretary Committee Head will be responsible for all notices, meeting minutes, and correspondences.
    d. The Treasury Committee Head shall be responsible for fundraising and managing the chapter's funds.
    e. The Historian Committee Head shall be responsible for documenting the chapter's activities throughout the year.
B. Election of officers for the coming academic year shall be held before the end of the current academic year.
    a. Graduating seniors shall not be eligible to vote in this election.
    b. President and Vice President will be elected by a plurality of those eligible to vote.
    c. In a case where no candidate receives plurality, the top two candidates shall compete in a runoff election.
    d. Other committee heads and officers will be chosen by the NHS sponsors.
C. The elected officers will comprise the National Honor Society Executive Committee with responsibility for general supervision of the organization business meetings.
    a. All actions of the executive committee are subject to review by the general membership.

b. Any officer or committee head who consistently disregards the constitution and by-laws of this organization, or fails to adequately perform the duties of the office, may be removed from office by two-thirds vote of the general membership and the approval of the Faculty Council.
c. Each member will be included in a committee, and he or she will help run and operate the daily functions of the committee. Each Committee Head will be in charge of delegating roles and responsibilities to each committee member. If the committee member fails to complete the assigned task he or she could potentially be given an unexcused absence.

VI. Meetings

A. Regularly scheduled meetings will be held twice per month, on a bi-weekly basis.
B. Attendance at scheduled NHS meetings is mandatory.
    a. Meetings will be announced no less than 3 days in advance.
    b. Two thirds of the membership shall constitute a quorum.
    c. Students unable to attend scheduled meetings should consult with the advisor in advance.
C. Emergency meetings may be called at any time with the approval of the advisor.
D. Members who miss an official meeting, even if excused, must make it up by following the absence protocol.
E. Any member that receives 3 unexcused absences, either from missed meetings or missed events, will be subject to suspension from NHS.
F. Tardies, defined as arriving five minutes of more past meeting start time, will accumulate at a rate of three tardies to equal one absence.

VII. Commitment to Service

A. National Honor Society members are committed to service activities in the school and in the community.
B. Members will maintain involvement in the school service projects established and organized by the executive committee.
C. The executive committee will actively pursue the organization of community service projects for the membership.
D. Members will complete 20 individual community service hours each semester and present documented verification of community service to the advisor according to the annual calendar in the student handbook.
E. All members are required to complete a minimum of twelve hours of group community service per semester exclusive of school activities.
F. Commitment to service is a condition of admission and a standard for maintaining membership in good standing.
G. Half of each member's group hours must be attained through the projects presented to members in meetings and must be an Andover Chapter sponsored event.
H. Once a member has signed up for an event, he/she must work the event or find a substitute. If the member fails to attain either one of these he/she will receive an unexcused absence.

I. Any member that receives 3 unexcused absences, either from missed meetings or missed events, will be subject to suspension from NHS.

VIII. **Maintenance of Membership**

A. National Honor Society members are expected to maintain the high standards of excellence in the areas of service, character, leadership and academics which they demonstrated in acquiring membership in the organization.
B. Any student unable to maintain these standards will be subject to suspension and dismissal. Senior honor cords will also be withheld on a case by case basis.

IX. **Loss of Membership**

A. Suspension:
    a. Any member placed on suspension by the advisor should consider their membership in the National Honor Society to be at risk.
    b. Any member placed on probation will be notified in writing.
    c. In accordance with Article X of the National Constitution, suspended members will be given one semester to correct the deficiency.
    d. Cumulative academic average will be examined by the advisor at the beginning of each semester as soon as the information becomes available from the guidance department.
    e. Members whose cumulative averages fall below the academic standards under which they were admitted to NHS will be placed on immediate academic suspension and allowed one semester in which to regain academic eligibility.

    f. Senior members placed on academic suspension at the start of the second semester will have until the end of the third 9 weeks term to regain academic eligibility.

    g. Members failing to present documented verification of service hour completion by the scheduled date will be placed on suspension and given one semester to ensure that their service commitment is current and valid.

    h. Any member who has not regained full membership status by the end of the suspension period will be subject to dismissal proceedings.

    i. A NHS member may only be on suspension one time, even if it is a different violation.

B. Dismissal:
    a. Dismissal from the Honor Society shall be determined by a majority vote of the Faculty Council and shall be in accordance with Article X of the National Constitution.
    b. No member shall be subject to a dismissal vote without due process.
    c. Prior to dismissal vote being taken by the Faculty Council, the Advisor will present the student with the following three (3) options in writing.

Option1: The student may request to appear in person before the Faculty Council and submit evidence, documentation, endorsement and testimony to clarify his/her inability to regain membership in good standing.

Option 2: The students may submit a letter of resignation from NHS, returning the NHS pin, membership certificate and membership card to the advisor.

Option 3: The student may elect to do nothing and wait for the Faculty Council to vote without the benefit of his/her input.

    d. Suspended students must respond in writing to the advisor indicating the option they have chosen within three (3) days.

C. Immediate dismissal for violation of civil laws. In accordance with Article X of the National Constitution, NHS members are subject to dismissal in accordance without prior warning in cases involving the violation of civil laws.
D. Immediate dismissal for flagrant violation of school rules. In accordance with Article X of the National Constitution, NHS members are subject to dismissal without prior warning in cases involving flagrant violation of school rules. Such violations include but are not limited to suspension from school and the accumulation of five (5) office detentions during one academic year.
E. A majority vote of the Faculty Council for dismissal obligates the student to return the NHS pin, membership certificate and membership card to the advisor.
F. Students who are dismissed from the National Honor Society will not be considered for re-admission.

X. **Revision**

A. This chapter shall conform to all provisions of the National Constitution.
B. These bylaws may be amended by a majority vote of the general membership and Faculty Council. An amendment must be presented to the organization at least one month before the meeting at which it is to be voted upon by the general membership.