

National Honor Society Bylaws



ARTICLE I STATEMENT OF THE NAME OF THE ORGANIZATION

Clarence High School Chapter of the National Honor Society

ARTICLE II THE GENERAL PURPOSE OF THE GROUP

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.

ARTICLE III ELIGIBILITY

Section 1. To be eligible, one must currently be in his or her junior (eleventh grade) or senior (twelfth grade) year

Section 2. One must exhibit an academic achievement level set forth by Clarence High School as a cumulative scholastic average of at least 90.0 percent (un-weighted and un-rounded).

Section 3. Eligible candidates will be notified of their eligibility via a printed letter personally handed to them in school. If a candidate is not present to be personally handed the letter of eligibility, the letter shall be mailed home.

ARTICLE IV SELECTION CRITERIA

Section 1. Academic standing does not merit further weight beyond eligibility for consideration for selection.

Section 2. There shall be an informational meeting for eligible students to pick up information forms needed to submit for membership consideration by the Faculty Council. At this time students shall be informed of the process and have time for questions and answers.

Section 3. The following forms shall be provided to the candidate at the informational meeting:

- Notice of Intent* - The Notice of Intent shall identify the intent of an eligible student and receives the parents' consent, acknowledgement and familiarity with all of the procedure, regarding the selection process.
- Activity Sheet* - The Activity Sheet allows the candidate to list all activities both in and out of school (i.e., clubs, athletic teams, youth groups, volunteer work or jobs, etc.).
- Character Essay* - The candidate must discuss in at most one typed page the personal qualities that exemplify themselves as a student of character.
- Leadership Reference Form (Two)* - There are a total of two Leadership Reference forms. The candidate must select and indicate a school or community activity in which they have demonstrated sustained leadership. Both Leadership Reference forms must be given to an authority of the indicated school or community activity where their performance shall be evaluated. The authority evaluating the candidate, to ensure confidentiality, must mail both forms.



ARTICLE IV SELECTION CRITERIA (cont.)

- e. *Service Reference Form (Two)* - There are a total of two Service Reference forms. The candidate must select and indicate a school or community activity in which they have demonstrated sustained service to the community outside of their comfort zone. Both Service Reference forms must be given to an authority of the indicated school or community activity where their performance shall be evaluated. The authority evaluating the candidate, to ensure confidentiality, must mail both forms.
- Section 4. The students shall be provided with a detailed deadline form used only as a student reference and checklist. It will not be submitted for review.
- Section 5. All information forms must be submitted by the stated deadline. Failure of a candidate to submit any one information form by the stated deadline will not be considered for selection before the Faculty Committee.
- Section 6. The chapter advisor and/or principal shall reserve the right to modify any requirement due to an extenuating circumstance.
- Section 7. The responsibility of ensuring submission of all materials is bestowed upon the student candidate.



ARTICLE V THE SELECTION PROCESS

- Section 1. The Faculty Committee shall convene once per year before the third week of January expires to review each candidate's information forms.
- Section 2. All materials used by the Faculty Council are working papers of the teachers involved. At no time will a student's information collected for the selection process be made part of the his or her permanent file.
- Section 3. The Faculty Committee shall attribute a numerical ranking to each of the four informational references and the character essay that a candidate provides (i.e., 0 = *Poor*; 1 = *Below Average*; 3 = *Strong*; and 4 = *NHS Quality!*). The Activity Packet is a supplemental document for the committee to subjectively reference as additional information to support the candidate.
- Section 4. Each of the information forms reviewed by the Faculty Committee (i.e., one character essay, two leadership reference forms, and two service reference forms) shall be equally weighted in the decision of selection.
- Section 5. After the Faculty Council reviews the student candidate's materials, selection for membership is accorded by a majority vote of the Faculty Council and is based on *outstanding* character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 6. The Faculty Committee's decisions will be given to both the guidance department and principal for further character inspection before the list is publicized.
- Section 7. Notification of selection or non-selection shall be mailed to the candidate no later than two weeks prior to the Induction Ceremony.



ARTICLE VI APPEALS

It is important to understand that all decisions of the kind involved in the selection process have some subjective aspects, but that the decisions were derived in a fair manner and based on sound, professional judgment.

Section 1. In absence of specific evidence that the Faculty Council has *not* understood the importance of exercising their responsibilities in the most professional and objective manner possible, the principal must assume that the members of the council are exercising their discretion in a legitimate manner and with the good faith expected of them.

Section 2. Chapters are not legally or constitutionally obligated to share with parents and students information concerning the student candidate not selected for membership in the Society.

Section 3. Students not selected for membership in the Honor Society are not legally entitled to any kind of formal hearing or other kind of due process.

Section 4. It is at the pleasure of school personnel to re-explain the selection process. This does not mean that the students or their parents have a right to see the evaluation sheets or other papers which may have been used by the Faculty Council in making their decisions on selection. (N.B., A Demand to make such documents available under the Family Educational Rights and Privacy Act of 1974 (FERPA) is an unmerited contention. Materials used by the Faculty Council are not school records as contemplated y. by federal law.)

Section 5. If a non-selected student candidate wishes to seek immediate feedback regarding his or her non-selection, the student shall contact the chapter advisor first, since he/she is best prepared to provide immediate feedback and assist the student candidate in reaching their goal(s).

Section 6. The advisor does not hear appeals to non-selection.

Section 7. Should the student candidate still not be satisfied, the next level of discussion shall take place with the principal to assist the student candidate in reaching their goal(s).

Section 8. The principal is the highest level of appeal.

Section 9. If the principal believes that some kind of technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene to review the situation.

Section 10. In no case shall the Faculty Council be composed of a different group of people to re-review a student candidate's file. (N.B., The admission of varied group judgments is not an effective objection to the selection process itself, but merely an indication that specific decisions reached by the council do not satisfy everyone. Admittedly, a committee composed of a different group of people might well have produced a different result, though it is equally as likely that they might have come to the same conclusion).

Section 11. The National Council and the NASSP have no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.



ARTICLE VII MEMBERSHIP

- Section 1. Membership into the National Honor Society is both an *honor* and a *commitment*; therefore, failure to be accorded an honor cannot be a deprivation of a right and due process is not applicable.
- Section 2. One must be instilled a member through reciting the National Honor Society Oath given at the annual induction ceremony before the advisor(s) and/or principal.
- Section 3. The one-time individual membership dues shall be \$25. There is no refund of these dues. Failing to pay one's membership dues will prevent one from receiving his or her membership pin and honor chord and may warrant dismissal.
- Section 4. Each member inducted as a junior is required to complete (34) thirty-four hours of approved community service one week prior to graduation; a maximum of (4) four hours may be completed through approved Honor Society fundraising service.
- Section 5. Each member inducted as a senior is required to complete (10) ten hours of approved community service one week prior to graduation; a maximum of (2) two hours may be completed through approved Honor Society fundraising service.
- Section 6. Community Service Hours performed for the NHS may not be used for credit of service in any other organization.
- Section 7. Each member is required to partake in the annual induction ceremony and the annual Kids Escaping Drugs Walk-a-Thon.
- Section 8. A member inducted as a junior shall receive their membership pin after completing (15) fifteen hours of approved Honor Society service and is in good standing with the Honor Society.
- Section 9. A member inducted as a junior shall receive their honor chord after the completion of all (34) thirty-four hours of approved Honor Society service and is in good standing with the Honor Society.
- Section 10. A member inducted as a senior shall receive their membership pin and honor chord after completing all (10) ten hours of approved Honor Society community service and is in good standing with the Honor Society.

ARTICLE VIII DISMISSAL

- Section 1. Members or candidates who fall below the standards that were the basis for his or her selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time established by the advisor to correct the deficiency, except that in the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
- Section 2. If a candidate falls below the standards that were the basis for his or her selection, the Faculty Council will convene and determine whether the candidate will be permanently denied induction or have one's induction postponed.
- Section 3. If a postponement of induction is granted, the candidate will be given a designated time, determined by the advisor and/or principal, in which the candidate has the opportunity to demonstrate sufficient growth and improvement to compensate for any inadequacy. The Faculty Council may require the candidate to submit additional information to properly evaluate the candidate's sufficient growth.
- Section 4. At the expiration of a postponed induction, the Faculty Council will reevaluate the candidate and either grant one the privilege of induction into the Honor Society or deny one's induction at that time.
- Section 5. Members who fail to attend a regularly scheduled meeting without being excused by the advisor(s), shall be issued a warning.



ARTICLE VIII DISMISSAL (cont.)

- Section 6. Members who fail to attend a service project that they have committed themselves to, without being excused by the advisor(s) or project coordinator, shall be issued a warning unless a proper substitute was in attendance for the unexcused member.
- Section 7. The Faculty Council has adopted that a reasonable number of warnings is three (3).
- Section 8. After the first warning is issued, a member shall remain on probationary status with the Honor Society until graduation.
- Section 9. After any second warning is issued, a member shall discuss with the advisor(s) or principal, one's situation and consequences of having a third warning issued.
- Section 10. After any third warning is issued, the case will go before the Faculty Council.
- Section 11. A majority vote of the Faculty Council is required for dismissal from the Honor Society.
- Section 12. In all cases of dismissal, a member shall have a right to a hearing before the Faculty Council.
- Section 13. 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.
- Section 14. The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE IX FREQUENCY OF MEETINGS AND PROVISIONS FOR SPECIAL SESSIONS

- Section 1. There shall be regularly scheduled monthly general membership meetings concurrent to the school year.
- Section 2. There shall be regularly scheduled monthly officer meetings concurrent to the school year. There shall also be one meeting prior to the start of a new school year to organize and plan.
- Section 3. Any officer or general member may call a special session of the general membership of the Honor Society; however, they must first have the approval of the advisor(s) and have established a clear agenda.
- Section 4. The officers must make reasonable efforts to notify the members of the special session.

ARTICLE X PROCEDURES FOR ELECTION OF OFFICERS, REMOVAL FROM OFFICE, AND FILLING VACANCIES SELECTION OF STUDENT OFFICERS

- Section 1. Officers serve at the pleasure of the Honor Society.
- Section 2. Only junior members in good standing may run for office, unless an office becomes vacant in the middle of a term, then any member may run for office.
- Section 3. Nominations shall be taken at a designated general membership meeting prior to the end of the school year. A special session may be called to make nominations for an office needed to be filled due to a vacancy in the in the middle of one's term.



ARTICLE X **PROCEDURES FOR ELECTION OF OFFICERS, REMOVAL FROM OFFICE, AND FILLING VACANCIES SELECTION OF STUDENT OFFICERS (Cont.)**

- Section 4. The nominees shall have one week to prepare and submit a running statement to the chapter advisor(s). The timeframe may be abbreviated in the case of midterm vacancy elections.
- Section 5. An election shall be by an anonymous ballot before the end of a school year. Each junior member shall cast a vote, unless the position being filled is one vacated in the middle of a term. Then all members, junior and senior, shall vote.
- Section 6. The chapter advisor(s) and at least one current officer shall tally ballot votes, but not until all eligible members have cast his or her ballot.
- Section 7. The candidate with the most votes shall win the election. In the case of a tie, a re-vote shall commence in accordance to the voting procedures in Section 5 and Section 6 of this Article. No new names may be added to the ballot in the case of a re-vote due to a tie.
- Section 8. The term of office is from July 1 to June 30, or the day after graduation, whichever is the sooner.
- Section 9. Officers shall only serve a one-year term in office. In the case of a member filling an office vacancy, he or she shall complete the remainder of a term.
- Section 10. Officer elects shall attend all officer meetings to learn his or her duties and responsibilities.
- Section 11. The advisor(s) and/or principal will swear in officers.
- Section 12. The president of National Honor Society shall not simultaneously hold the office of president in any other school club or organization.
- Section 13. Dismissal of an officer shall follow the Constitution guidelines for removal of a member.

ARTICLE XI **THE DUTIES AND RESPONSIBILITIES OF THE OFFICERS**

Section 1. President.

The president shall . . .

- a. Meet in a monthly meeting with the advisor(s)
- b. Communicate regularly with the advisor(s)
- c. Communicate with all other officers and membership
- d. Oversee the officers' compliance to the NHS rules and regulations
- e. Develop the agenda for officer meetings with the advisor(s)
- f. Plan and lead the monthly general membership meetings
- g. Participate in and oversee any Honor Society sponsored event or function
- h. Arrange a membership dinner/brunch (if there is expressed interest)
- i. Organize the Induction ceremony
- j. Deliver an address to the graduating class at the graduation ceremony
- k. Provide any other reasonable service requested from the advisor(s)



ARTICLE XI THE DUTIES AND RESPONSIBILITIES OF THE OFFICERS **(cont.)**

Section 2. Vice President.

The Vice President shall . . .

- a. Meet in a monthly meeting with the advisor(s)
- b. Communicate regularly with the advisor(s)
- c. Communicate and support the President in any reasonable way
- d. Oversee the memberships' compliance to the NHS rules and regulations and disseminate the members' honor pins and honor chords once their obligations have been fulfilled
- e. Participate in and oversee any Honor Society sponsored event or function
- f. Act as interim president if the president is rendered incapable of fulfilling his or her duties until they returned or a new vote for a president is cast
- g. Provide any other service requested from the advisor(s)

Section 3. Service Coordinator (there shall be a maximum of two service coordinators)

The Service Coordinator shall . . .

- a. Meet in a monthly meeting with the advisor(s)
- b. Communicate regularly with the advisor(s)
- c. Communicate and support the President in any reasonable way
- d. Organize and arrange community service opportunities for all members
- e. Distribute community service project reminders
- f. Post signup sheets for service opportunities
- g. Participate in any Honor Society sponsored event or function
- h. Provide any other reasonable service requested from the advisor(s)

Section 4. Secretary

The Secretary shall . . .

- a. Meet in a monthly meeting with the advisor(s)
- b. Communicate regularly with the advisor(s)
- c. Communicate and support the President in any reasonable way
- d. Assist the Vice President in updating the service hours spread sheet weekly
- e. Prepare meeting agendas and meeting minutes
- f. Maintain the Honor Society bulletin board and website
- g. Take attendance at monthly meetings
- h. Gather membership information (email, phone, etc.)
- i. Submit any morning announcements (e.g. next meeting reminders)
- j. Post next meeting reminders throughout the school and on the website
- k. Participate in any Honor Society sponsored event or function
- l. Provide any other reasonable service requested from the advisor(s)



ARTICLE XI THE DUTIES AND RESPONSIBILITIES OF THE OFFICERS (cont.)

Section 5. Treasurer

The Treasurer shall . . .

- a. Meet in a monthly meeting with the advisor(s)
- b. Communicate regularly with the advisor(s)
- c. Communicate and support the President in any reasonable way
- d. Maintain a log of all monetary transactions (in the NHS ledger)
- e. Maintain a log of all membership dues
- f. Order and maintain all NHS supplies
- g. Be responsible for any fundraising activity that the NHS partakes in
- h. Sign Honor Society check requests
- i. Participate in any Honor Society sponsored event or function
- j. Provide any other reasonable service requested from the advisor(s)

ARTICLE XII THE DUTIES AND RESPONSIBILITIES OF THE ADVISOR

Section 1. The principal serves as the primary authority of the Honor Society chapter and shall appoint at least one faculty member to oversee the day-to-day function of the Honor Society.

Section 2. The chapter advisor(s), under the direction of the principal, has the power to approve chapter activities.

Section 3. The chapter advisor(s) maintain(s) chapter records.

Section 4. At least one chapter advisor must attend all meetings and functions sponsored by the Clarence Chapter of the National Honor Society (this does not include service projects).

ARTICLE XIII PROVISIONS FOR AMENDING THE BYLAWS

Section 1. The bylaws may be reviewed at anytime.

Section 2. The principal and advisor must have reviewed any proposed amendment to the bylaws before going before the Faculty Council for approval.

