NATIONAL HONOR SOCIETY

Hamshire-Fannett High School



BYLAWS

(Rev. 2012)

NATIONAL HONOR SOCIETY
Hamshire-Fannett HIGH SCHOOL
BYLAWS

ARTICLE I
Name

Section 1. The name of this chapter shall be the Hamshire-Fannett Senior High Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Society, duly signed by the members of the National Council.

ARTICLE II
Purpose

Section 1. The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Hamshire-Fannett High School.

ARTICLE III
Supervision

Section 1. The activities of this chapter shall be subject to the approval of the adviser(s) and the principal. The principal reserves the right to veto any decision by the chapter or its adviser(s).

ARTICLE IV
Membership

Section 1. Membership in this chapter shall be based upon Scholarship, Service, Leadership, and Character.

Section 2. Candidates for membership shall have spent at least one semester (immediately preceding induction) in Texas City High School (see NATIONAL HONOR SOCIETY handbook for exception), and shall be members of the junior or senior class. Candidates eligible to election to the chapter shall have a scholarship grade average of 3.8 on an unweighted scale based on all semester grades cumulative from the ninth grade, excluding correspondence courses, credit by exam, and summer school courses.

Section 3. Two semesters prior to induction (includes semester of induction) and each semester thereafter, a student must maintain a schedule that includes **three** of the following courses: English, mathematics, science, foreign language, social studies, tech prep courses, computer courses in line with the advanced diploma, and, in addition, **two** electives. During the senior year, a waiver may be granted to a member who has completed all requirements for graduation and who does not meet the above requirements. The member must apply in writing for the waiver.

ARTICLE V
Selection of Members

Section 1. The selection of members to this chapter of the National Honor Society shall be by a chapter council consisting of five members of the faculty, who are to be chosen by the honor society advisor.

Section 2. Induction of members shall take place during the first semester of each school year, during which time they become active members. Active members are expected to maintain the standards of the Society by which they were selected.

Section 3. Any member who falls below the standards which were the basis of his selection shall be promptly warned in writing by the chapter adviser, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. If the member again fails to meet the standards used as basis for his selection to the Society, his case shall be referred to the Faculty Council for a hearing. A National Honor Society member must maintain the standards of membership in order to retain his membership. A member will be entitled to only **one** warning during his entire membership in the Society.

Section 4. Members making any citizenship grade lower than satisfactory during **any** grading period will

receive a warning.

Section 5. When a member is dismissed, he must be notified in writing and his emblem (or the monetary equivalent thereof) shall be returned to the sponsor of the chapter or the principal of the school. Once a member is dismissed from membership, he is never again eligible for membership in the National Honor Society. The dismissed member should remove any reference to the National Honor Society from his résumé and future applications.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter upon presentation of proof of membership by the previous school. This transfer member must maintain the membership requirements of this chapter in order to retain his membership.

Section 7. Upon request, an active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his membership and signed by the principal.

Section 8. Some candidates may be ineligible for induction because of the semester ruling (see National Constitution, Article IX, Section 1). Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation.

Section 9. If a student qualifies for modifications and/or accommodations as required by IDEA (Individuals with Disabilities Education Act) or § 504 at the time of his selection for membership which will impact his ability to fulfill the membership requirements, the advisers must be notified of such modifications in writing prior to his induction to the Society.

Section 10 See Selection Policy (Appendix A) for further details.

ARTICLE VI
Obligations of Members & Meetings

Section 1. The regular meetings of this chapter shall be held bi-monthly (or at a minimum monthly) during the school year on days designated by the chapter and approved by the advisers and the principal. Attendance is expected at all meetings unless excused by an adviser. Members with excessive absences may be subject to loss of membership. **No more than two unexcused absences per year will be allowed; upon the second unexcused absence, a member will receive a warning notice. The third unexcused absence may result in a loss of membership.** It is the responsibility of the NHS member to make sure that his/her presence at all NHS meetings and activities is recorded properly. **Revised 10/1/12, Adopted 10/1/12.**

Section 2. An absence shall be defined as a failure to attend:

1. A regular NHS meeting
2. NHS Induction Ceremony
3. Any required NHS function

A student is tardy to an NHS meeting if he/she arrives after the meeting has been called to order. Three tardies during the year constitute an unexcused absence.

Section 3. An absence shall be excused for the following reasons:

1. Illness that prevents the student from attending a meeting or activity.
2. School business
3. Extenuating circumstances as determined at the discretion of the adviser.
4. A member's job does NOT necessarily constitute an excused absence.

Section 4. When a member is absent from a meeting or activity, he/she has exactly one week to present a signed excuse form to an adviser. As needed, the advisers will meet to consider acceptance of excuses. The Parliamentarian will notify the student of the status of the excuse.

Section 5 A member should turn in a form for ANY missed function, whether excused or not. The advisor will determine if the absence meets the criteria for an excused absence. Excuse forms may be obtained from the Sergeant-At-Arms or an adviser. For an absence from school, a parent signature is required, but in order to be excused, the absence from school must have been deemed excused. For a school business absence, a coach or sponsor's signature is required. Members should make every effort to notify employers ahead of time of meeting dates and ask to be excused from work at that time. In the event that meeting dates and/or times are changed on short notice, it may be impossible to reschedule a member's work time. In that case, the member should notify an adviser BEFORE the meeting, obtain an employer's signature, and turn in the appropriate excuse form within the one-week deadline. Please speak with an adviser regarding any special circumstances.

Section 6 To eliminate at **most one unexcused absence per semester,** an NHS member, with the supervision of an adviser, may select one of the following projects:

1. Prepare 3 (full-sized) posters for NHS sponsored activities.
2. Organize, plan, and implement a service project approved by the NHS adviser. 3. Participate in tutoring a student for one hour. Tutorial will be at the discretion of the adviser and will not count towards required tutoring points.

The aforementioned projects shall only apply to previous unexcused absences already incurred and may not be applied to future absences. Projects should be approximately one hour in length.

Section 7 If a member is in the process of working toward the elimination of an unexcused absence and he/she receives his/her third unexcused absence, he/she will be allowed one week to complete the requirements of the ongoing project. If he/she fails to complete the requirements within the time frame, then he/she may lose membership.

Section 8. The officers of the chapter shall be elected during the spring of the year for the following school year.

Section 9. Special meetings, approved by the advisers, may be called by the president.

Section 10. All meetings shall be open meetings and shall be held under the sponsorship of the principal or some member of the faculty selected by him. **Revised 6/1/06**

ARTICLE VII
Duties and Responsibilities

Section 1. The officers of this chapter shall be a president, vice-president, secretary, and treasurer, plus any

additional officers the club desires. Officers and advisers shall comprise the Executive Council.

Section 2. It shall be the duty of the **president** to preside at the meetings of this chapter and to serve as an ex-officio member of each committee.

Section 3. The **vice-president** shall fill the chair of the president in his absence. It shall be the duty of the vice-president to chair the committees for all chapter fund-raisers. **Revised 7/5/07. Adopted 7/5/07.**

Section 4. The chapter **secretary** shall keep the minutes of all chapter and officer meetings, a record of all business, and all records on file. He/she shall, with the approval of the adviser, certify to the national secretary of the National Council the names of all members for the current school year on the annual report submitted to national headquarters. **Revised 7/5/07. Adopted 7/5/07.**

Section 5. The **treasurer** shall receive and disburse all funds of the chapter and shall keep a full account of receipts and disbursements in accordance with school regulations. The accounts of the treasurer must be audited annually by an auditing committee approved by the adviser of the chapter.

Section 6. The chapter may choose to elect a **historian** to compile a scrapbook of all activities and recognition of the chapter and members.

Section 7. The chapter may choose to elect a **communications officer** who is responsible for getting all chapter news and recognition into the school and community newspapers, announcing NHS information in various social media or announcements at school, producing the chapter newsletter, posting notices of meetings, and securing the meeting place. **Revised 6/1/06. Adopted 6/1/06. (we combine historian and communications officer)**

Section 8. The chapter may choose to elect a **parliamentarian** to check roll and be responsible for the attendance of members at the meetings, shall contact those members who have missed meetings, and is responsible for maintaining order at the meetings.

Section 9. Officers may be responsible for other jobs as designated by the advisers or the Executive Council.

Section 10. Chapter committees may be established as the need arises.

Section 11. The chapter adviser(s) shall :

1. be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
2. maintain files on membership, chapter history, activities, and financial transactions.
3. send the annual report to the national office.
4. regularly review each member for compliance with Society standards and obligations.
5. help the chapter officers understand and carry out their duties.
6. be an ex-officio, non-voting, sixth member of the Faculty Council.
7. be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 12. The Faculty Council

1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases. The chapter adviser will maintain a written record of hearing proceedings, including the individuals present, the case being heard, and the final decision of the Faculty Council.
4. The Faculty Council shall develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members; the actions must comply with national guidelines.

ARTICLE VIII
Election of Officers

Section 1. The officers of this chapter shall be a president, vice-president, secretary, and treasurer, plus any additional officers the club desires. Officers and advisers shall comprise the Executive Council.

Section 2. Students wishing to be elected to an office should make an application during the spring semester on an official form. Officer candidates are expected to have maintained good standing and to have completed a required number of service points by the application deadline.

Section 3. A majority of votes cast shall be necessary to elect any officer of this chapter.

Section 4. Officers of the chapter shall be elected during the spring of the year for the following year and shall be installed by or during the second meeting of the new year.

Section 5. The procedure for removal of an officer is outlined in the appendix of this document.

Section 6. Vacancies in office will be filled by the Executive Council. The Council should make every attempt to secure a replacement from those who applied for office; the vacancy should be filled in a timely manner.

ARTICLE IX
Rules of Order

Section 1. This chapter shall conduct its meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in the constitution and by-laws of this chapter.

ARTICLE X
Emblem

Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society of Secondary Schools.

Section 2. Any member who withdraws or is dismissed from the chapter shall return the emblem (or the monetary equivalent).

Section 3. Each member agrees that, whether the emblem comes to him as a gift, a personal purchase, an award, or from whatever source, the Faculty Advisers can, upon dismissal, according to National regulations, request him to return the emblem. In the case where the emblem was a personal purchase of the member, the chapter shall reimburse the member the original cost of the emblem upon its surrender.

Section 4. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, Virginia 22091.

ARTICLE XI
Dues

Section 1. The annual dues for each member shall be subject to the approval of the chapter members and the advisers.

ARTICLE XII
Behavioral Policies

Section 1. National Honor Society members are expected to maintain high ideals of character, leadership, and service at all times: in school, at school functions, and on school trips.

Section 2. National Honor Society members shall never create a disruptive situation in school nor contribute to such a situation.

Section 3. National Honor Society members do not participate in cheating. They do not give or receive information that would be considered as cheating.

Section 4. National Honor Society members are not assigned to the Special Assignment Class (SAC). Any conduct which warrants assignment to SAC also warrants dismissal from the National Honor Society, subject to review of the Faculty Council.

Section 5. National Honor Society members shall not be expelled. Any conduct which warrants expulsion from school also warrants dismissal from the National Honor Society, subject to review of the Faculty Council.

Section 6. National Honor Society members shall not be suspended. Any conduct which warrants suspension from school also warrants dismissal from the National Honor Society, subject to review of the Faculty Council.

Section 7. National Honor Society members shall not be guilty of violations of civil law. Any conduct which involves violation of civil laws also warrants dismissal from the National Honor Society, subject to review of the Faculty Council.

Section 8. National Honor Society members shall attend the meetings on a regular basis and shall attend the Fall and Spring Conventions of the Gulf Coast Association of the National Honor Society, if held.

Section 9. National Honor Society members shall participate in all activities of the National Honor

Society.

Section 10. National Honor Society members and their parents are required to sign a sheet stating that they understand the qualifications and standards of the National Honor Society.

ARTICLE XIII
Ratification

Section 1. The bylaws of the Hamshire-Fannett High School chapter of the National Honor Society must be consistent with the Constitution of the National Honor Society. The bylaws will be presented for review by the Faculty Council and the chapter members prior to the official vote. The bylaws must be ratified by a two-thirds vote of the chapter members present and voting.

NOTE: Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed and encouraged.

ARTICLE XIV
Amendments

Section 1. These by-laws may be amended by mutual consent of the members of the chapter and the advisers. Mutual consent shall be defined as a majority vote of members present.

Revised 4/9/01; adopted 4/19/01
Revised 6/2/04; adopted 6/2/04

NATIONAL HONOR SOCIETY
SELECTION POLICY (Appendix A)

To be eligible for membership in the Hamshire-Fannett High School Chapter of the National Honor Society, the candidate must be a member of the junior or senior class and must have spent at least one semester (immediately preceding induction) in Hamshire-Fannett High School. The candidate must have a grade point average of at least 3.8 based on a 4.4 weighted scale, based on all semester grades cumulative from the ninth grade, excluding correspondence courses, credit by exam, and summer school courses. Candidates for membership as well as members must maintain a schedule that includes three of the following courses: English, mathematics, science, foreign language, social studies, tech prep courses, computer courses in line with the advanced diploma, and, in addition, two electives.

Students who are eligible scholastically will be notified and told that for further consideration for selection to the chapter they must complete a Candidate Information Form. This form will be reviewed, along with any other verifiable information about each candidate. Students may not apply for membership.

If a student qualifies for modifications and/or accommodations as required by IDEA (Individuals with Disabilities Education Act) or § 504 at the time of his selection for membership which will impact his ability to fulfill the membership requirements, the advisers must be notified of such modifications in writing prior to his induction to the Society.

The Faculty Council consists of five faculty members appointed annually by the principal. The advisor of the chapter works with the Faculty Council in selecting or dismissing members. The advisor and Faculty Council cooperate in developing and periodically reviewing selection and dismissal procedures. The selection of members to the chapter shall be by a majority vote of the Faculty Council. Additional faculty input from

completing rating sheets on each candidate may be used for consideration; however, membership is granted only to those students selected by the Faculty Council. In evaluating potential members, the Faculty Council considers, in addition to scholastic eligibility, the other three principles of the National Honor Society: leadership, service, and character.

Leadership is considered highly important for membership selection. Leadership roles in both the school and community may be considered. The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions. •

Demonstrates leadership in promoting school activities.

- Exercises influence on peers in upholding school ideals.

- Contributes ideas that improve the civic life of the school.

- Is able to delegate responsibilities.

- Exemplifies positive attitudes.

- Inspires positive behavior in others.

- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business effectively, and is reliable and dependable without prodding.

- Demonstrates leadership in the classroom, at work, and in school activities.

- Is thoroughly dependable in any responsibility accepted.

Service is often defined in terms of value of contributions. Common questions are: What contribution has this candidate made to school, classmates, and community? What is the student's attitude toward service? The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude

- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties

- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance

- Works well with others and is willing to take on difficult or inconspicuous responsibilities •

Cheerfully and enthusiastically renders any requested service to the school

- Is willing to represent the class or school in inter-class and interscholastic competition •

Does committee and staff work without complaint

• Shows courtesy by assisting visitors, teachers, and students.

The student of **character:**

• Takes criticism willingly and accepts recommendations graciously

• Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability) •

Upholds principles of morality and ethics

• Cooperates by complying with school regulations concerning property, programs, office, halls, etc. •

Demonstrates the highest standards of honesty and reliability

• Shows courtesy, concern, and respect for others

• Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom

• Has powers of concentration and sustained attention as shown by perseverance and application to studies

• Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

• Actively helps rid the school of bad influences or environment. **Revised 4/6/01; adopted 4/19/01**

NATIONAL HONOR SOCIETY
DISMISSAL POLICY

Section 1. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. [See Article V, Section 3] The student should also be informed of the possible consequences of non-improvement. A follow-up conference may be held. Only one warning will be given. If a subsequent infraction occurs, a hearing of the Faculty Council will be held. The member and his/her parents shall be notified in writing of the hearing date and time and will be invited to attend.

Section 2. Disciplinary measures other than dismissal may result from minor offenses. The adviser may suspend certain chapter privileges or request that the student receive special counseling. Certain stipulations may be specified. These consequences will be provided in writing. If the behavior or infraction is not satisfactorily corrected within the specified time period, a hearing of the Faculty Council will be held.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of opportunities to correct the infraction(s).

Section 4. There is NO automatic dismissal from the National Honor Society. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. The hearing is identified in the constitution as a right of membership, is guaranteed as "due process" as identified by the 14th

Amendment of the U.S. Constitution, and requires the chapter to notify the member of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally. A parent/guardian may be present with the member; however, the primary focus of the hearing is to allow the member to present his case. The receipt of the correspondence must be documented by the member's signature and date. A copy of the correspondence should be maintained by the adviser.

Section 5. A majority vote of the Faculty Council is necessary for dismissal [See Article X of the Constitution of the National Honor Society, 1997]. In the case of the absence of one or more of Faculty Council members, the hearing will be tape-recorded for the absent member(s). The absent member(s) will be allowed to vote on the dismissal. Following the decision, the tape recording will be destroyed.

POST-DISMISSAL

Section 6. If a member is dismissed, written notice of the decision will be sent by the chapter adviser to the member, his parents/guardians, and the principal. The member must then surrender the National Honor Society emblem [or, in the case where the emblem cannot be found, the amount of the emblem shall be paid to the chapter]and membership card to the chapter adviser. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter. If the emblem was purchased by the member, the cost of the emblem will be repaid to the member. A member's status [active in good standing, resigned, or removed] will be designated on the student's final transcript in the Registrar's Office of the school. The dismissed member should remove any reference to the National Honor Society from his résumé and future applications.

Section 7. A written description of the dismissal procedures shall be available to interested parties.

APPEALS FOR DISMISSAL CASES

Section 8. The dismissed member may appeal the decision of the Faculty Council, under the local school district's policies governing disciplinary appeals in the school district, following the normal channels for an appeals process. In the case of dismissal appeals, the principal will be the first recipient of the appeal. He shall follow the local district appeals process. The National Council and the National Association of Secondary School Principals do not have the authority to hear or make any decisions regarding appeals in dismissal cases.

Section 9. A student who is dismissed is never again eligible for membership in the National Honor Society.

RESIGNATION

Section 10. A student who resigns from the National Honor Society will never again be eligible for membership or its benefits.

Section 11. Resignation from the National Honor Society should involve the submission of a written statement by the resigning member that is dated and signed by both the student and his parent(s). Verbal resignations are insufficient to end membership. A student contemplating resignation should be informed of the consequences of his resignation as stated at the beginning of this section.

Section 12. A student cannot be "forced" to resign, for this situation would be interpreted as a dismissal order for which the process, as outlined in Article X of the national constitution and in the Texas City High School chapter's bylaws and dismissal policy, must be followed. **Revised 4-19-01**

NATIONAL HONOR SOCIETY
PROCESS FOR REMOVAL OF AN NHS OFFICER

In the unfortunate event that an officer of the National Honor Society is not performing his/her duties, the following steps must be taken before the said person can be removed from office:

- The club advisers must issue the officer in question a detailed written notice of the areas in which he/she is falling short, along with guidelines of expected behavior.

- That officer must respond to the letter within one week with a detailed plan of action to correct his/her unacceptable behaviors so that they are in agreement with the guidelines set forth by the advisers.

- No reminders will be given of the one week deadline.

- The advisers and the officer must meet to discuss the plan and make any additions or corrections. Both the officers and the advisers must sign the proposal.

- If the officer adheres to the plan without further incidence, the officer may keep his/her position, but may or may not receive the five points for being an officer.

- If the officer does not adhere to the plan, a hearing will be called with the Faculty Advisory Council, the club advisers, and the officer. The Faculty Council will ultimately decide if the officer will be removed from office.

- If the officer does not respond to the letter within the one-week deadline, the Faculty Council will decide if the officer will be removed from office.

- Removal from office does not automatically lead to removal from the club.

- In the event that an officer is removed, the Executive Board will appoint a replacement. [The Executive Board consists of the officers and advisers.]