

Eastchester High School

Douglas MacDonald Chapter



NATIONAL HONOR SOCIETY

**Handbook
Constitution & Bylaws**

2024 - 2025

ADVISORS

Ms. Brianne Brauer
BBrauer@eufsdk12.org

Ms. Emily Cozzi
ECozzi@eufsdk12.org



Thank you for your interest in learning about the Eastchester High School Douglas MacDonald Chapter of the National Honor Society. The National Honor Society is the nation's premier organization established to recognize outstanding high school students.

More than "honor roll," NHS acknowledges students who have demonstrated excellence in the four pillars of character, service, scholarship, and leadership. National Honor Society members reflect and uphold these four pillars throughout high school.

The motto of the National Honor Society is "Noblesse Oblige". This French expression, translated literally, means nobility obliges. In other words, gaining honorable status obliges or requires all members to fulfill their responsibility of service to others.

This Handbook includes information about the NHS purpose and selection process as well as a copy of the NHS Constitution and the EHS Chapter bylaws. Selection is competitive, and if selected, members must be willing to dedicate themselves fully to each of the four pillars.

If we can assist you in any way, please contact us anytime.

Sincerely,

NHS Advisors

This **Handbook** describes the 4 pillars of the National Honor Society, member obligations, the NHS Officer selection process & duties, and the NHS member/officer disciplinary process.

The **Handbook** includes a description of the member selection process and a worksheet that will help students prepare an online Google "NHS Candidate Information Form" if they choose to apply.

On the last page of the **Handbook** is the "NHS Student-Parent Contract".

The **Handbook** also reflects the most pertinent bylaws of the Eastchester High School Chapter of the National Honor Society Constitution. You can view the entire National Honor Society Constitution and EHS bylaws on the EHS website.

NHS PURPOSE: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students.

MEMBERSHIP in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service throughout all years of high school. Once selected, members have the responsibility to continue to demonstrate these qualities.

FACULTY COUNCIL shall consist of five voting faculty members appointed annually. Their role is to select members and make decisions in the disciplinary process of members and officers.

CHAPTER ADVISORS shall be responsible for: enforcing the national guidelines so that EHS can maintain NHS accreditation; providing direct, day-to-day supervision of the chapter and Executive Board; regularly reviewing each member for compliance with NHS standards and obligations; and guiding members through the disciplinary process, if needed. Chapter Advisors are non-voting, ex officio members of the Faculty Council and do not make decisions about student membership, disciplinary actions, or dismissals.

INVITATION TO APPLY: Candidates must be a member (or rising member) of the senior class and must have been enrolled at EHS for one full semester before candidacy. The minimum cumulative weighted GPA required to apply is 93 (no rounding is permitted) at the completion of Junior year. Candidates shall then be evaluated based on service, scholarship, leadership, and character.

SUMMARY/TIMELINE of SELECTION PROCEDURES:

- **Mid-May** – Students who potentially meet initial GPA criteria are invited to attend the Info Session.
- **Late May** – Students who attended an Info Session are asked via Google form if they wish to apply.
- **Late May** – Students with 93 GPA or higher receive 'NHS Candidate Information (Google) Form'.
- **Late June** – Deadline to submit online 'NHS Candidate Information Form' and Contract
- **Advisors** solicit input and feedback from entire High School Faculty.
- **Early Fall** – **Faculty Council** selects members using a rubric and a majority vote.
- **Decisions** of acceptance and denial are emailed to all candidates.
- **Election of NHS Officers:** New NHS members are invited to apply & interview to serve on the Executive Board: President, Vice President, Secretary, and possibly Service Officer
- **Dues** (\$20 annually) are collected within one week of the first NHS meeting.
- **INDUCTION CEREMONY** is scheduled for late November.

OBLIGATIONS OF NHS MEMBERSHIP

Character • Scholarship • Leadership • Service

*The National Honor Society is not a school club. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence in scholarship, character, leadership, and service. Members are expected to excel in ALL four areas to **earn** and **maintain** NHS membership.*

Scholarship: NHS members must continue to maintain a minimum 93 cumulative weighted GPA each quarter for the remainder of their high school career. Beyond GPA, members demonstrate effort and perseverance toward achieving academic excellence.

Service: Beyond their other ongoing, sustained service activities, NHS members dedicate a minimum of 10 annual service hours through two available opportunities: volunteering at Sunrise Senior Living and/or collecting food/funds for Feeding Westchester. In a given year, the entire NHS membership may consider a combined or alternate service project (with Advisor approval) to benefit the school or community. NHS members **give** and **do** for others, always with a courteous and enthusiastic spirit, and are expected to participate in service throughout the year.

Leadership: NHS students are leaders who are dependable, resourceful, good problem solvers, promoters of school activities, and idea-contributors; they exemplify positive attitudes that have a constructive influence on the school community. Members show respect for the NHS officers as they undertake their duties and responsibilities.

Character: NHS candidates and students have upheld and continue to uphold principles of morality and ethics, comply with the EHS Code of Conduct, demonstrate the highest standards of honesty and reliability, show courtesy, concern, and respect for others, and exude a spirit of cooperation with all constituents.

MAINTAIN STANDARDS: Once selected, all members are expected to maintain the standards by which they were selected and as described above. Members are ambassadors for their chapter and school, and are expected to **always** conduct themselves in a manner that honors the four pillars of Character, Service, Leadership, and Scholarship.

PAY DUES: All members are required to pay \$20 annual dues within 10 calendar days of selection.

ATTEND & PARTICIPATE IN MEETINGS: All NHS meetings are **required**. Members are expected to be on time and, if meetings are virtual, be visible with cameras on. Meeting requirements: Members: 4-8 general membership meetings/yr; Officers: 6-12 meetings/yr (more for President).

COMMUNICATE EFFECTIVELY in both your verbal & written communications, and practice good listening skills. Read and respond to all emails, classroom postings, or other requests shared at chapter meetings and events in a timely (24 hours) and appropriate manner. Adhere to deadlines.

Members are role models for NHS peers, for all EHS students, and for the community. Each member represents NHS and is responsible for reflecting the organization's values in all that they do. Make the most of your membership in the EHS Chapter of the National Honor Society.

NHS OFFICERS

Elections & Duties

CANDIDATES:

Any member can apply for an Officer position.

PROCESS: After the first meeting of the newly selected membership, members will receive a Google form to apply for an Officer's position. Upon reviewing applications, Advisors will invite nominees to interview. Advisors and Faculty Council will make final Officer selections.

President

- 1) Chairs all NHS meetings; sets Executive Board meeting times and agenda with Advisors.
- 2) Oversees service initiatives and shares in service supervision duties with all Officers.
- 3) Delegates responsibilities to Officers and members as needed.
- 4) With Advisors, organizes NHS induction ceremony and serves as moderator.
- 5) Handles all communication via social media, the NHS Classroom, morning announcements, etc.
- 6) Works directly with and is answerable to NHS Advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.

Vice-President

- 1) Chairs meetings in President's absence.
- 2) Works closely with President and Service Officer to manage service initiatives.
- 3) Shares in supervisory/administrative duties with all Officers.
- 4) Manages communication with Sunrise Senior Living management personnel.
- 5) Coordinates with President to handle all public relations, social media, and communiques for NHS; creates, posts, and removes all posters, flyers, and other documents.
- 6) Works directly with and is answerable to NHS Advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.

Secretary/Treasurer

- 1) Acts as official recorder for all information regarding NHS.
- 2) Works with Vice President on public relations duties.
- 3) Shares in administering supervisory/administrative duties with all Officers.
- 4) Records minutes of all NHS meetings and distributes them to all members and Advisors.
- 5) Collects, records, and signs for all member dues and other monetary transactions.
- 6) Works directly with and is answerable to NHS Advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.

Service Officer

- 1) Responsible for recording, monitoring, and tracking member service hours.
- 2) Coordinates service initiative logistics and activities.
- 3) Shares in supervisory/administrative duties with all Officers.
- 4) Researches, monitors, and tracks service hours for approved alternative service initiatives.
- 5) Records attendance at all NHS member meetings
- 6) Works directly with and is answerable to NHS Advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.

Each Officer must be available as needed to participate in Executive Board meetings after school in person or in the evening, virtually. Officers will also plan and participate in the NHS Induction Ceremony. If additional group service activities are implemented, Officers shall oversee their execution. The number and title of Officers are subject to change based on need each year.

NON-SELECTION FOR MEMBERSHIP

The Faculty Council thoroughly considers each candidate for membership. Please know that no student has a right to be selected for membership in a chapter of the National Honor Society.

If a non-selected student wishes to appeal the Faculty Council's decision, appeals must be registered with the chapter advisor within 3 school days of notification of non-selection.

Within 4 calendar days after registering an appeal, the student may submit a letter to the Faculty Council explaining why the student's non-selection ought to be reconsidered. Personal appearance by the student or parents with the Council is not permitted.

Students may appeal the Council's final decision by requesting a meeting with the Principal. This request must be registered with a chapter advisor within 2 calendar days of notification of the Council's decision. Principal meeting must occur within 3 school days after meeting with Advisor.

The Principal's decision is final.

DISCIPLINE

PLEASE NOTE: Violating the EHS Code of Conduct will result in disciplinary action, ranging from a warning to dismissal from NHS and/or removal from an Officer position. Engaging in any illegal activity, on or off campus or at any school-sponsored activity, will result in immediate dismissal from NHS. For more information, please see the NHS Constitution and Eastchester High School NHS bylaws.

Section 1. Members who fall below the standards that were the basis for their selection shall be promptly warned by the chapter Advisor and, if appropriate, given reasonable time to correct the deficiency.

Section 2. In a case of flagrant violation of school rules or the law, a member does not have to be warned.

Section 3. The Faculty Council shall determine when a member has exceeded a reasonable number of warnings based on the nature of the transgression.

Section 4. Disciplinary action may include but is not limited to: a written warning, additional required service hours, removal of the member's NHS recognition items, and/or dismissal from NHS.

Section 5. In all cases of pending dismissal, a member has a right to appeal to the Faculty Council.

Section 6. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 7. A member who has been dismissed may appeal the Faculty Council's decision thereafter to the Principal under the same rules for disciplinary appeals in the school district.

Section 8. Discipline of an Officer is subject to the same procedure through Section 6. Disciplinary action may also include removal from office if deemed appropriate by the Faculty Council.

Section 9. The Council's decision to remove an Officer from his/her position is final and not subject to appeal.

Section 10. If a member and/or Officer's status has changed, specifically in the case of dismissal, students are required to return all NHS insignia.

Section 11. If a member and/or Officer's status has changed, students must notify their colleges as required by each college's application, discipline reporting process, and integrity statement(s).

Constitution of the National Honor Society

and
Eastchester High School Douglas MacDonald Chapter
BYLAWS



All policies and procedures for NHS chapters are based on provisions of the National Constitution. The following version of the NHS Constitution was approved for all chapters on July 8, 2016, by the NASSP Board of Directors. This is the most recent edition for use by chapters.

Chapter Advisers and school Principals are asked to review this document carefully. Copies can be provided to chapter officers and all chapter members as a reference to the national guidelines that govern all chapters of NHS. (Always consult www.nhs.us/constitution for the most recent edition of the National Constitution. [Bylaws tailored to EHS are added in blue.](#)

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).

[At Eastchester High School, the full name is: Douglas MacDonald Chapter of the National Honor Society.](#)

Section 2. The purpose of this organization shall be 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.

Section 3. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

ARTICLE II: THE NASSP STUDENT LEADERSHIP ADVISORY COMMITTEE

Section 1. The control of this organization shall be vested in the NASSP Board of Directors.

Section 2. There shall be a national Advisory committee to advise the NASSP staff and Board of Directors regarding NHS and its policies and procedures.

Section 3. The Student Leadership Advisory Committee shall consist of 14 members appointed by the Board of Directors of NASSP, as follows:

- 6 high school student members (3 NHS, 3 NASC member schools)
- 2 middle level student members (1 representing the school of the middle level Adviser-at-large and 1 from the NJHS Principal-at-large)
- 2 high school Advisers-at-large (1 NHS, 1 NASC member school)
- 1 middle level Adviser-at-large (1 NJHS or 1 middle level NASC member school)
- 3 practicing Principals-at-large (NASSP members: 1 NHS school, 1 NJHS school, 1 NASC school)
- NASSP Executive Director shall be an ex officio member of the Student Leadership Advisory Committee.

Section 4. Members shall be appointed for a term of no more than two years.

ARTICLE III: STATE ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state association of National Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.

Section 3. All state associations shall be affiliated with the National Honor Society.

Section 4. The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5. Bylaws of the state associations must be approved by NASSP and must be consistent with the NHS Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to establish a new chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society). (See Chapter 4 for clarification of this last provision of Section 1.)

Section 2. Deleted.

Section 3. Each school chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 4. Annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty (20) dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership. [EHS dues are \\$20.](#)

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter.

ARTICLE V: THE PRINCIPAL

Section 1. The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The Principal shall annually appoint a member of the Faculty as chapter Adviser, who may serve consecutive terms. Co-Advisers may be appointed where necessary.

Section 3. The Principal shall annually appoint a Faculty Council composed of five members of the school's Faculty who may serve consecutive terms.

Section 4. The Principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. [Removal from an Officer position is not subject to appeal.](#)

ARTICLE VI: THE CHAPTER ADVISER

Section 1. The chapter Adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between Faculty, administration, students, and community.

Section 2. The chapter Adviser shall maintain files on membership, chapter history, activities, and financial transactions; and shall complete the annual survey and submit it to the national office.

Section 3. The chapter Adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter Adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter Adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the Council.

Section 6. The chapter Adviser shall be a member of the Faculty, appointed annually by the Principal, and may serve consecutive terms.

ARTICLE VII: THE FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the Principal. The chapter Adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council. No Principal or assistant Principal may be included on the Faculty Council. (See commentary in Chapter 3 regarding the functions of the Faculty Council.)

Section 2. The term of Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 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.

Section 4. Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, dismissal of members, all of which must be in compliance with this Constitution and NHS policies. [At Eastchester High School, members of the Faculty Council remain anonymous to the student body, parents, and Faculty.](#)

ARTICLE VIII: MEMBERSHIP

Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

Section 3. Members of the Faculty Council shall support the school leader in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, 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. The Faculty Council might also award honorary membership to school officials, Principals, teachers, NHS Advisers, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status (See Chapter 3 of the *National Honor Society Handbook* for additional info).

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

Section 6. An NHS member who transfers to another school and brings a letter from the chapter Adviser to the new school Adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE IX: SELECTION OF MEMBERS

Section 1. To be eligible for membership the Candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen/9th-graders are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester.¹ [At EHS, Seniors are eligible upon completion of 11th grade.](#)

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.² [EHS minimum requirement to be invited to apply for candidacy is a cumulative 93 weighted GPA \(no rounding\). No rounding permitted.](#)

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter Adviser shall review with the Principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.³ [EHS procedure is included in the chapter bylaws below and in the NHS Handbook.](#)

Section 2. Members who fall below the standards that 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 the law, a member does not have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded reasonable warning(s).

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members.) The member has the right to submit a letter in writing in lieu of an in-person hearing. [At EHS, the Faculty Council retains the right to remain anonymous and participate by joining virtually.](#)

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district. The Council's decision to remove an Officer from his/her position is not subject to a hearing, nor to an appeal.

Section 7. NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

ARTICLE XI: CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the Principal, and described in the chapter bylaws. Any member can apply for an Officer position. After the first meeting of the newly selected membership, members will receive a Google form application to apply for an Officer's position. Upon reviewing applications, Advisers will invite nominees to interview and will then put forth a slate of candidates. Advisers may forego the application process and opt for an interview-only process. Advisers and Faculty Council will make final Officer appointments.

Section 2. New officers shall be installed at the annual induction ceremony for all new members and may receive special recognition items to signify their positions.

ARTICLE XII: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter Adviser(s).

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.⁴

ARTICLE XIII: MEETINGS

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e., weekly, monthly, bimonthly, etc.) shall be designated in the chapter bylaws. EHS members will meet at least 4-8 times annually with the Executive Board. Officer(s) will meet 6-12 times annually with Chapter Adviser(s). President will meet with Advisers as needed.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Attendance at all meetings is required, unless special authorization has been approved in advance by the Adviser(s). Absence from meetings, without prior approval, will result in a warning letter. See bylaws.

Section 5. Chapters shall conduct meetings according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws. The EHS Chapter shall exercise the option, by 2/3 majority vote of the Executive Board, to conduct meetings according to *Robert's Rules of Order*.

ARTICLE XIV: ACTIVITIES

Section 1. Each chapter shall determine one or more service projects for each year. At EHS, beginning with the Class of 2025, volunteering at Sunrise Senior Living and/or collecting food/funds for Feeding Westchester fulfills the annual service project. Members may elect to initiate an alternate, additional, or supplemental member-wide service project, subject to Executive Board agreement.

Section 2. All members shall regularly participate in these service projects.

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; 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. This is in addition to the chapter projects to which all members contribute. Advisers may waive this requirement for members who satisfy the same in Section 1.

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

ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter Adviser.

Section 4. All insignia must be procured from the national office of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office. (See also, Logo Usage Guidelines at www.nhs.us/logo.)

Section 5. The motto of the National Honor Society shall be *Noblesse oblige*.

Section 6. The official colors of the National Honor Society shall be blue and gold.

Section 7. An alumni member may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: CHAPTER BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify chapter operating procedures. Bylaws do not need NASSP approval, but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like. (Note: See Chapter 3 and the Adviser section at www.nhs.us/bylaws for additional information regarding the appropriate content of chapter bylaws.)

ARTICLE XVII: AMENDMENTS

This Constitution may be amended by the NASSP Board of Directors based on the recommendations of the Student Programs staff and approved by the NASSP Board of Directors.

Notes:

1. Article IX, Section 1. Some candidates may be ineligible for induction because of the semester ruling. 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 or chapter Adviser pursuant to the Candidate's selection. On the basis of the recommendation from the previous school, the Faculty Council may waive the semester regulation.
2. Article IX, Section 2. Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures. See Chapter 4 for additional information.
3. Article X, Section 1. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.
4. Article XII, Section 3. This section is generally viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members, which are the sole domain of the chapter's Faculty Council per the provisions of Article VII, Section 4.

NHS National Constitution. Last revised and approved by the NASSP Board of Directors, July 2016.

Eastchester High School Douglas MacDonald Chapter Bylaws continue below.



National Honor Society
Douglas MacDonald Chapter

**Chapter Bylaws
Eastchester High School Douglas MacDonald Chapter
of the National Honor Society**

Adopted: September 1, 2020

Amended: May 1, 2024

ARTICLE I: NAME

The name of this chapter shall be the Douglas MacDonald Chapter of the National Honor Society of Eastchester High School.

ARTICLE II: PURPOSE

More than 'honor roll' or a school club, the purpose of this chapter shall be to maintain high standards of excellence in Character, Service, Leadership, and Scholarship for students of Eastchester High School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitution. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter Adviser is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

Section 3. The 5-person Faculty Council makes all decisions regarding membership, warnings, and dismissal. Final authority on all activities of the chapter resides with the school Principal.

Section 4. Nondiscrimination. Our chapter of NHS maintains policies and practices designed to prevent discrimination against any qualified candidate or member based on race, color, religion, ancestry, national origin, gender, and disability. This nondiscrimination policy applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Members are not elected, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. Membership in this chapter is an honor bestowed upon qualifying students by the Faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. For the 2024-2025 academic year, candidates eligible for selection to this chapter must be members of the senior class.
- b. EHS minimum requirement to be invited to apply for candidacy is a cumulative 93 weighted GPA at the conclusion of junior year. No rounding is permitted.

- c. To be eligible for selection to membership in this chapter, the Candidate must have been enrolled for a period equivalent to one semester at Eastchester High School.
- d. The minimum cumulative weighted GPA of 93 will be reassessed annually. No rounding permitted.
- e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be invited for membership consideration based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members appointed by the Principal. The chapter Adviser shall be the sixth, nonvoting, *ex officio* member of the Faculty Council.

Section 2. Selection of new members shall be held within the first 6 weeks of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit both the "Student-Parent Contract" and the "NHS Candidate Information (Google) Form" for further consideration.
- c. The entire EHS faculty will be invited to provide scaled ratings for each Candidate, and an average rating will be calculated for each Candidate.
- d. Advisers shall use a rubric to quantify all information submitted by Candidates and provided by Faculty. Candidates must earn a pre-determined benchmark score to proceed in the deliberations.
- e. The Faculty Council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates officially become members when inducted at a special ceremony. However, candidates may be considered members for the purposes of college applications and service requirements.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership, per the NHS Constitution.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant the transferring member one semester to attain the membership requirements; thereafter, the member must maintain those requirements for this chapter to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. All members are expected to uphold the standards by which they were selected as described in the NHS Handbook to maintain NHS membership.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem and recognition items to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing at graduation the NHS recognition selected by a majority vote of the full membership.

Section 5. All NHS meetings are required. Members are expected to be on time and, if meetings are virtual, be visible with cameras on. Meeting requirements are outlined in the NHS Handbook.

Section 6. For every meeting missed, the member will be required to provide one additional hour of service. Members who miss more than one meeting will face further disciplinary action, including but not limited to removal of their NHS recognition items, written warning, and/or dismissal from NHS.

Section 7. Members are required to read and respond to all emails, classroom postings, or other requests that are shared at chapter meetings and events in a timely and appropriate manner. Member must adhere to all deadlines.

Section 8. Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 10 calendar days of selection.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be President, Vice President, Secretary/Treasurer, and Service Officer. The number of officers may be reduced depending on need and size of membership.

Section 2. Student officer nomination process shall begin immediately upon selection of members. All members in good standing with the chapter are eligible to run for a position as an officer. After the first meeting of the newly selected membership, members will receive a Google form application to apply for an Officer's position.

Section 3. Upon reviewing applications, Advisers will invite nominees to interview and will then put forth a slate of candidates. Advisers retain the right to forego the application process and opt for an interview-only process.

Section 4. Advisers and Faculty Council will make the final determination on selecting Officers.

Section 5. It shall be the duty of the President to preside at the meetings of the chapter, serve as the official representative of the chapter at school and community functions, and follow all duties outlined in the NHS Handbook.

Section 6. The Vice President shall coordinate chapter communication and publicity, preside in the absence of the president, and shall follow all duties outlined in the NHS Handbook.

Section 7. The Secretary/Treasurer shall keep the meeting minutes, be responsible for all official correspondence, collect/deposit dues, and follow all duties outlined in the NHS Handbook.

Section 8. The Service Officer shall record member service hours, coordinate service logistics and activities, record meeting attendance, and follow all duties outlined in the NHS Handbook.

Section 9. Officers and the Adviser(s) shall collectively be known as the chapter's Executive Board. The Executive Board shall establish annual goals for the chapter and have general charge of the meetings and the chapter's business, but any action by the Officers is subject to the review of the chapter Advisers.

Section 10. In the event that relieving an officer of his/her duties or a resignation becomes necessary, the Executive Board shall determine the optimal means for filling vacancies for a given position at a given time, and decide by the Board's 2/3 majority vote and approval by the Faculty Council.

Section 11. All disciplinary actions outlined in ARTICLE X shall apply to the NHS Officers.

ARTICLE VIII: MEETINGS

Section 1. Regular chapter meetings shall be determined by the Executive Board and will include 4-8 annual meetings. Special meetings can be called by the President with approval of the Adviser.

Section 2. This chapter shall exercise the option to conduct its meetings according to *Robert's Rules of Order*, to be determined by 2/3 majority vote of the Executive Board.

Section 3. Regular Executive Board meetings shall be determined once Officers are elected and will include 8-12 annual meetings, with additional meetings required by the President as deemed necessary.

Section 4. Attendance at all meetings is required, unless special authorization has been approved in advance by the Adviser(s). Absence from meetings, without prior approval, will result in disciplinary action, as stated in ARTICLE VI.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. At EHS, beginning with the Class of 2025, volunteering at Sunrise Senior Living and/or collecting food/funds for Feeding Westchester fulfills the annual service project. Members may elect to initiate an alternate, additional, or supplemental member-wide service project, subject to Executive Board agreement.

Section 2. All members shall regularly participate in NHS project(s). To ensure members' consistent participation, 50% of all required service hours must be completed by the end of the Fall semester. Failure to meet this requirement may result in disciplinary action, including but not limited to: additional service hours, written warning, or probation.

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 which reflects his or her particular talents and interests and as approved by the chapter Adviser. Advisers may waive this requirement for members who satisfy the same in Section 1.

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

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of character, scholarship, service, or leadership may be considered for discipline or dismissal from the Eastchester High School Douglas MacDonald chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative weighted GPA falls below the requirement in effect when s/he was selected, s/he will be given a written warning and reasonable time 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 Faculty Council, which may include dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, plagiarizing, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school code of conduct (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification or dismissal depending on the severity of the violation. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school code of conduct, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council. The Council's decision is final and not subject to appeal.

Section 6. In all cases of pending dismissal:

- a. The member will receive written notification from the Adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of

the National Constitution). The member has the opportunity to present his/her defense via a written statement presented in lieu of the face-to-face hearing. The Faculty Council retains the right to remain anonymous and participate by joining virtually. Following the hearing, 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 presented to the Principal for review, and stated in a letter sent to the student. Dismissed members must surrender membership emblems to the Adviser.
- d. Officers who are removed from their position must surrender any officer emblems to the Adviser.
- e. The Faculty Council's decision to dismiss a member from NHS may be appealed to the building Principal and afterward according to provisions of the school district discipline policies.
- f. A member who is dismissed or resigns may never again be considered for 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 XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of the Executive Board, a majority affirmative vote of the Faculty Council, and approval by the Principal.

Section 2: These bylaws shall be reviewed annually and, if necessary, minor revisions to further clarify existing Articles and Sections may be made by the Adviser(s).

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the Executive Board, provided that notice of the proposed amendment has been given to members at least one week prior to the vote. Exceptions are Articles IV, V, and X, which are developed by the Faculty Council with the approval of the Principal.