

Bylaws of the
Williamston High School Chapter of the
National Honor Society

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the Williamston High School Chapter of the National Honor Society.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop and maintain character in the students of Williamston High School.

ARTICLE II: 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 approve a member of the faculty to serve 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.

ARTICLE III: 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. The chapter adviser 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. GPAs shall be reviewed at the beginning of each semester.

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, non-voting, 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 staff, appointed annually by the principal, and may serve consecutive terms.

ARTICLE IV: 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, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2. The term of the 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 consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council shall develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

ARTICLE V: MEMBERSHIP

Section 1. Selection for membership is by the 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 graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in Chapter affairs.

Section 3. The Faculty Council shall have the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or international exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

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

Section 5. Members who are seniors in good standing may apply to compete in the National Honor Society Scholarship Program.

Section 6. Any individual who transfers from this school with a record which indicates that he/she is eligible to be a member of this chapter of the Honor Society, providing he/she has not been dismissed previously from this or any other chapter of the Society, shall be given a letter indicating the status of his/her membership signed by the principal.

Section 7. A National Honor Society member who transfers to this school and brings a letter from the former principal or chapter adviser shall be accepted automatically as a member of this Chapter, providing he/she has not been dismissed previously from any other chapter of the Society. Transfer members must meet the local Chapter standards within one semester in order to retain membership.

Section 8. Any member who is dismissed or resigns is never again eligible for membership.

Section 9. All members are permitted to resign but the resignation must be in writing and turned into the adviser.

ARTICLE VI: SELECTION OF MEMBERS (See Appendix A for selection procedures).

Section 1. Candidates eligible for election to this Chapter must be part of the sophomore or junior class. Sophomores are eligible after the end of their third grading term.

Section 2. Candidates eligible for election to this Chapter shall have a minimum GPA of 3.70 (unweighted, and with no rounding). This scholastic level of achievement shall remain fixed and shall be the minimum level for admission to the Society. Eligibility shall then be considered on basis of service, leadership, and character. Candidates must have been in attendance at the school equivalent of one semester. (See Appendix A for criterion for eligibility).

Section 3. The existence of a disciplinary record cannot automatically disqualify any student from consideration. Care should be taken to confirm the nature of the offense, to determine whether the case is still under appeal, or whether there were any legitimate extenuating circumstances that should be brought into the discussion, usually with input from the administration. Established guilt for violation of school rules or the law can serve as reason for non-selection following careful review of the details by the faculty council prior to a vote.

Section 4. The election of members of this Chapter of the National Honor Society shall be by 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 5. 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 6. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE VII: 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.

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 warning, as deemed appropriate by the Faculty Council, to correct the deficiency. In the case of a violation of the law, or of school rules that results in suspension, a member does not have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

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.)

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

Section 6. A member who has been dismissed by the Faculty Council may appeal to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7. NASSP shall hear no appeals in dismissal cases.

Section 8. All chapter meetings are mandatory, if a member misses a meeting without reason, explanation, or forewarning to the officers or advisor; their first offence shall be a warning and second offence a deduction of a group hour.

Section 9. If a member signs up for group hour and does not attend without forewarning to the officers or advisors they shall be penalized with having to make up the hours missed in addition to their 5 group hours.

ARTICLE VIII: 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.

Section 2. New officers shall be installed at a special ceremony.

Section 4. The officers of this chapter shall be the president, vice-president, secretary, and treasurer. All officers will be seniors.

Section 5. Any member may apply in their junior year for an officer position. The adviser shall then review applications and interview applicants before choosing.

Section 6. It shall be the duty of the president to preside over the meetings of the Chapter, give a short speech at the induction ceremony, and communicate regularly with the Chapter adviser(s).

Section 7. The vice president shall fill the chair of the president in his/her absence it shall give a short speech at the induction ceremony. Vice President shall also oversee attendance.

Section 8. The chapter secretary shall keep the minutes of the meetings, a record of all business, and all records on file. He/she shall also present the short speech at the induction ceremony.

Section 9. The treasurer shall receive and distribute all funds of the chapter and shall keep an accurate account of the receipts and disbursements accordance with school regulations. He/she shall also present the short speech at the induction ceremony.

Section 10. All accounts of the treasurer may be audited annually by an auditing committee appointed by the executive committee of the Chapter.

Section 11. In the event that the president of the Honor Society chooses to graduate in January, the members of the Chapter shall elect a second vice-president as soon as it becomes known that the president is leaving. The first vice-president shall assume the president’s position and the second vice-president shall assume the

vice-president's position. If any other office shall become vacant for any reason, the new officer shall be elected-by the advisor as soon as possible.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the Chapter and 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 determined 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. The executive committee shall have the responsibility for ensuring that chapter activities procedures follow school policy and regulations.

ARTICLE X: MEETINGS

Section 1. The chapter shall meet monthly during the school year in accordance with school policy and regulations.

Section 2. Attendance will be expected at every group meeting. Attendance will be tracked. Members missing meetings consecutively will be contacted and may be subject to a disciplinary review.

Section 3. The officers and adviser shall set the agenda prior to the meeting.

Section 4. The officers shall be elected at the end of the school year for the following school year. No seniors may be elected.

Section 5. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 6. All meetings shall be open meetings and shall be held under the leadership of the Advisor and at least one member of the executive committee.

Section 7. This chapter shall conduct its meetings in an orderly fashion, according to Robert's Rules of Order, Newly Revised, except where otherwise indicated within the constitution, as except where these rules distract the meeting in anyway.

ARTICLE XI: ACTIVITIES

Section 1. This Chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these 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 interest. This is an addition to the chapter projects to which all members contribute.

Section 5. The principal shall reserve the right to disapprove any and all activities and decisions of the chapter.

Section 6. Each chapter shall publicize its projects in a positive manner.

Section 7. The students shall be expected to participate In individual and group service projects as determined by the officers of the National Honor Society. Currently, the members are required to perform twelve (12) hours of individual each semester and five (5) hours of group service each year. These must be properly documented in writing, signed by the overseer, and submitted by the assigned due date.

ARTICLE XII: 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.

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 XIII: DUES

Section 1. The annual member dues shall not exceed twenty (20) dollars. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the Faculty Council.

Section 2. The annual dues for each new member and renewing member shall be due within 30 days of induction.

Section 4. Any student who is unable to afford the annual dues may appeal to the Faculty Council who may reduce or waive the due all together.

ARTICLE XIV: RATIFICATION, APPROVAL, AND REVIEW

Section 1. This constitution must be approved by a 2/3 vote of the Chapter and is subject to the approval of the faculty council and school principal in order to go into effect.

Section 2. This constitution may be amended by a 2/3 vote of the Chapter, provided that the proposed amendment has been approved by the executive committee, faculty council, and school principal and at least 2/3 of the members of the Honor Society are present to vote. (Note: Student members of the society may not vote on amendments to the Selections and Dismissal procedures in the Appendix A and B).

Section 3. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

APPENDIX A: SELECTION PROCEDURES FOR MEMBERSHIP

Section 1. The selection process begins during the second semester for consideration of membership for the following year.

Section 2. A list of all sophomores and juniors whose cumulative GPA is 3.7 will be reviewed by the Faculty Council. (See Article VI, Section 3).

Section 3. The students shall each receive a letter outlining the criteria for membership and inviting them to complete and return the Letter of Intent order to receive an application.

Section 4. Applications are due no later than the last day of school before Spring Break. This deadline is non-negotiable.

Section 5. All eligible students shall be made aware that selection is based on outstanding scholarship, character, leadership, and service including the requirements necessary to maintain membership. The students shall be expected to demonstrate leadership by participating in class in school activities, attendance at school event, and demonstrating school spirit. The students shall be expected to participate in individual and group service projects as determined by the officers of the National Honor Society. Currently, the members are required to perform twelve (12) hours of individual each semester and five (5) hours of group service each year. These must be properly documented in writing, signed by the overseer, and submitted by the assigned due date.

Section 6. The adviser shall then announce to the student body that these initial letters have been distributed and any student who feels that his or her name has been omitted should contact the adviser immediately. A student who wishes to be considered for membership is responsible for returning his or her Letter of Intent to the adviser to receive an application.

Section 7. Once applications are received, volunteers shall score essays.

Section 8. Student application, along with the essay scores shall be reviewed by to the Faculty Council to ensure applicants meet the following criteria:

- a. Is respectful of self and others; is cooperative in and out of the classroom.
- b. Is generally honest and truthful; is responsible and reliable.
- c. Is courteous, friendly, helpful, and giving; has a positive attitude; shows concern for others.
- d. Has not been involved in serious incidents outside school.

Section 9. The principal and/or vice-principal may provide commentary to the Faculty Council on any behavior issues of students who may meet the other selection criteria.

Section 10. Should members of the Faculty Council declare an applicant eligible for membership, an acceptance letter is sent out, including the date of the mandatory induction ceremony. New and renewing NHS members must pay their \$20/year dues within 30 days of induction. Failure to pay fines may result in probation.

Section 11. Should members of the Faculty Council declare an applicant ineligible for failure to meet the character criteria listed above, a letters of regret shall be sent outlining specifically why each rejected applicant did not gain acceptance.

APPENDIX B: DISMISSAL AND DISMISSAL OF MEMBERSHIP

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Williamston High School 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 grade point average falls below the standard in effect when he/she was selected (fill in the minimum cumulative grade point average for your chapter selection), he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3: Violations of the law, or school regulations that result in suspension can result in immediate consideration of the dismissal of a member (see Section 5 below).

Section 4: Offenders of the school's code of conduct will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, 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.

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 attend and 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). 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 then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. Within five school days of receipt of the written response from the Faculty Council, the student may appeal the decision of the Faculty Council to the Principal. The Principal will meet with the student and issue a determination within five school days. The decision of the Principal is final.
- e. 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.