

Article I. Name and Purpose

Section 1. The name of this organization shall be the National Honor Society of Unionville High School, hereinafter referred to as UHS NHS.

Section 2. The purpose of UHS NHS shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage good character in the students of Unionville High School.

Section 3. National Honor Society is a program of the National Council and the National Association of Secondary School Principals (NASSP).

Article II. The Principal

Section 1. The principal shall reserve the right to approve or reject any and/or all activities and decisions of the UHS NHS.

Section 2. The principal shall annually appoint a member (or members) of the faculty as UHS NHS advisor(s), who may serve consecutive terms.

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. Appeals beyond the principal shall follow the same rules as disciplinary appeals in the school district.

Article III. The Advisor(s)

Section 1. The advisor(s) shall be responsible for the direct, day-to-day supervision of the UHS NHS and to act as a liaison between faculty, administration, students, and community.

Section 2. The advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions and shall send the annual report to the national office.

Section 3. The advisor(s) shall review each member for compliance with UHS NHS standards and obligations after the posting of final course grades or prior to graduation for senior members.

Section 4. The advisor(s) shall help the chapter officers understand and carry out their duties.

Section 5. The advisor(s) shall be an ex-officio, non-voting, sixth member of the Faculty Council, serving as a facilitator of discussions, keeping the council focused on objective data used to review each case.

Article IV. The Faculty Council

Section 1. The Faculty Council shall consist of five faculty members appointed by the principal. No principal or assistant principal may be included on the Faculty Council.

Section 2. The Faculty Council will develop and revise, when necessary, all UHS NHS procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national constitution and NHS policies.

Article V. The UHS NHS Executive Board Officers

Section 1. Six officers will be appointed by the NHS Faculty Council to form the UHS NHS Executive Board.

Section 2. Once selected, the Executive Board will work as a collaborative group to carry out the identified responsibilities of the UHS NHS chapter.

Section 3. The Executive Board, in conjunction with the NHS Advisor, shall have general supervision of the affairs of the chapter between its business meetings, make recommendations concerning the daily operations of the chapter, and determine and perform such other duties as are specified in the chapter by-laws. All actions and recommendations of the executive committee shall be subject to review by the UHS NHS membership requiring a majority vote for implementation.

Section 4. An Executive Board candidate may be self-nominated or may be nominated by a current member. Eligible student candidates shall be in good standing with the UHS NHS and shall have been previously inducted.

Section 5. Upon completion of the election process, the Executive Board will immediately assume their duties.

Section 6. The Executive Board term will be one calendar year. Officers may serve consecutive terms but must be reappointed each year.

Section 7. Upon the creation of a vacancy on the Executive Board, the organization shall open nominations for a replacement officer. All vacancies shall be filled within 30 days.

Article VI. Executive Committee Chairs

Section 1. Committee chairs will be selected by the NHS Honors Council each year.

Section 2. Once selected, the committee chairs will work as a collaborative group to carry out the identified responsibilities of the UHS NHS chapter.

Section 3. The executive committee chairs may appoint committees as necessary to carry on its work.

Section 2. Membership on any National Honor Society committee shall be open to any member in good standing.

Section 3. At least one (1) Committee Chair shall serve on all committees.

Article VII. Membership

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

Section 2. Current members must maintain a minimum cumulative grade point average of 3.50 or higher.

Section 3. A member who transfers to Unionville High School and brings a letter from the former principal or chapter advisor to the new school advisor stating that the member was a member in good standing of a recognized chapter of the national Honor Society shall be accepted automatically as a member of UHS NHS. Transfer members must meet UHS NHS standards by the end of the school year in order to retain membership.

Section 4. Members who resign or are dismissed are never again eligible for membership.

Article X. Selection of Members

Section 1. To be eligible for membership, a candidate must have attained junior standing and must have been in attendance at Unionville High School for the equivalent of one (1) semester.

Section 2. Students gain membership into the UHS NHS by completing the selection process established by Policies and Procedures #1. All candidates must satisfactorily complete each required element of the selection process. Selection is determined by a majority vote of the Faculty Council, based on the student meeting the minimum published qualifications as set forth in Policy and Procedure #1.

Section 3. Students who have a minimum cumulative grade point average (GPA) of 3.50 or higher are eligible to submit letters validating volunteer community service hours and a school activity form for consideration of membership.

Section 4. Prior to notification of any candidates, the UHS NHS advisor(s) shall review with the principal the results of the Faculty Council's deliberations.

Section 5. Student candidates who are not selected will receive a letter. Questions about non-selection should be directed to the Chapter Advisor.

Article XI. Dismissal and Disciplinary Action

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal.

Section 2. Members are responsible for continuously self-monitoring their academic standing, which can be accomplished via PowerSchool, with their counselors, or with the UHS NHS advisor. The Database Administrator will run the GPAs of every student in NHS midway through the year. If a student has fallen under the 3.5 GPA requirements, they will be notified by the NHS advisor. NHS members who fall below the 3.5 GPA requirement will have one semester (two marking periods plus either final or midterm) to bring their grade back up to a 3.5. Any member whose GPA falls below the published UHS NHS academic standards at the conclusion of a school year may be considered for dismissal from the UHS NHS.-

Section 3. Members are responsible for completing their service hour and activities and reporting both requirements in the Google Form.. Members may access the Google Form through the NHS Canvas page. Students must submit their form by the deadline in May (the 1st Sunday in May for Seniors, the 2nd Sunday in May for Juniors).

Section 4. Members are required to maintain the high standards for leadership and character that were considered at the time of their selection. Members who fail to maintain these standards of character or shall be brought before the NHS Faculty Council for a disciplinary hearing. Academic Dishonesty and level 3 and above Code of Conduct violations will be viewed as flagrant violations of school rules and may result in dismissal without further warning.

Section 5. In all cases of impending dismissal, a chapter member shall have a right to a hearing before the Faculty Council and to be informed in writing of his or her deficiencies. 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 established by the school district.

Article XII. Meetings

Section 1. The UHS NHS shall meet for business as necessary during the school year. Notice of the meetings shall be communicated to members in one or more of the following ways: UHS NHS Canvas page, emailed through UCFSD email accounts and be given via the school announcements.

Article XIII. Activities

Section 1. Each activity shall fulfill a need within the school or community, be appropriate and educationally defensible, and be well-planned and supported by the administration and faculty. Members will establish a project planning process to insure these goals.

Section 2. SERVICE: All members of the chapter are required to fulfill all service obligations as determined by Policies and Procedures #1.

Section 3. OTHER ACTIVITIES: The executive committee of the chapter shall determine what constitutes an UHS NHS activity. Each member is responsible for meeting the UHS NHS activity participation requirements as set forth in Policies and Procedures #1.

Article XIV. Bylaws and Policies and Procedures

Section 1. The UHS NHS bylaws shall be reviewed yearly by the current officers, advisor(s), Faculty Council, and principal of Unionville High School.

Section 2. UHS NHS Policies and Procedures may be written by the principal, Faculty Council, advisor(s), executive committee, or by a member committee appointed for this purpose. Revised policies and procedures must be presented for discussion at least one week prior to the meeting at which they will be voted upon for ratification.

Section 3. The UHS NHS bylaws shall be made available to NHS members and prospective members electronically.

Article XV. Amendments

Section 1. These bylaws may be amended at any regular meeting of the UHS NHS by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting. Selection, discipline and dismissal procedures remain the sole domain of the Faculty Council. Prior to submission to the general membership for ratification, all amendments must first be approved by the Faculty Council and the building principal.

The following policies and procedures are incorporated into the By-Laws of the UHS NHS Chapter.

Policy and Procedure # 1, Article X, Section 2

Selection Criteria and Procedures:

The following process will be followed in the selection of members for induction into the UHS NHS. The Principal and the UHS NHS Faculty Advisor will be responsible for assuring that each action occurs as described.

- The NHS advisor will identify eligible students by reviewing the GPA's of all students (3.50 or higher) as soon as possible after their end of year course grades are finalized and posted to PowerSchool.
- The NHS Advisor will email all eligible students a letter detailing the selection process for the UHS NHS and the selection process and packet will be continuously available online.
- Interested students must complete the selection forms as directed.
- The NHS Advisor will collect all forms received by the announced date for prospective members.
- The NHS Advisor will check the selection packets for completion of the service requirements.
- The NHS Adviser will convene the Faculty Council to consider candidates for selection into the NHS.
- The Principal will review the decisions of the Faculty Council and will notify the UHS NHS advisor to begin the notification process.
- The NHS Advisor will notify all students whether or not they have been selected.
- The NHS Advisor and NHS Executive Board will plan and conduct the induction ceremony to present the selectees to the principal.
- The Principal, Administration, NHS Advisor, NHS Executive Board, and the entire faculty will monitor members continued eligibility for and participation in the NHS.

A. Service Requirement for Initial Consideration/Selection

- NHS candidates must complete a minimum of 25 of volunteer community service for consideration of initial selection in the UHS NHS. Candidates are strongly encouraged to volunteer in excess of the minimum requirement. Service activities are voluntary, unpaid efforts performed to benefit individuals or communities beyond the student's immediate family. These activities should not be part of the academic requirements or personal obligations and must be conducted under the supervision of a responsible adult who can verify the student's participation.
 - **The following requirements pertain to the graduates of the class of 2028 and after:**
 - Of the 25 service hours, **a minimum of 5** must benefit the school district community (i.e., hours for PTO events for any of the schools such as the High School PTO Book Sale, Patton Carnival, Elementary events, etc.)
 - **No more than 5 hours** may come from a school-sponsored club, activity, or team to which the NHS applicant/member belongs.
 - ****Note on School Clubs and Activities:** Participation in activities that are a required or expected part of membership in a school club or organization does not qualify as community service for NHS purposes. While these activities may benefit others, they are considered part of your commitment to that club (e.g., attending club-sponsored events, setting up for performances, or volunteering as part of a team responsibility). Service hours must go above and beyond what is required by another organization and should not fulfill multiple obligations at once. To qualify as service, the activity must be voluntary, not tied to a grade or club membership, and intended primarily to benefit others outside of the group you represent.
- School-sponsored clubs, teams, or activities that would like to sponsor an activity in which students may receive NHS service hours must submit a request for approval to the NHS advisor a minimum of 30 days BEFORE the event.
- The following guidelines must be used in determining whether hours may count toward the required 25:
 - The work must benefit the community or school
 - No more than 5 hours may come from a school-sponsored club or activity
 - The member must NOT receive any monetary compensation or the like for their work
 - The work must NOT be associated with another groups' requirements (e.g., hours used for NAHS may not also be used for NHS)
 - The work must NOT be associated with a class requirement or grade (e.g., helping with a band concert if in band)

- The hours must NOT be related to any type of court mandate (e.g., community service hours for a ticket)
 - The work must NOT be performed during hours designated as the school day
 - Work similar to cleaning or mowing must benefit those that are truly needy or incapacitated. Doing this type of work for family or close friends should be avoided.
 - Donations to approved school-sponsored drives cannot be counted toward service hours requirement.
 - Service should be done without the expectation of remuneration or credit towards any other requirement (as in required by a coach or other authority)
- All volunteer community service hours must be submitted via a letter of verification/participation. Letters of verification must be hand-signed by the supervising adult sponsor (non-parent) and include the supervising adult's printed name, telephone number, the date and time of participation, the number of hours served, a description of the service, and the name and grade of the student volunteer.
 - **Please note:** if there are extenuating circumstances that prevent a student from earning hours outside of the school day and/or outside of a school-sponsored activity, the student should meet with the NHS advisor ASAP

B. School Participation for Initial Consideration/Selection

- NHS candidates must actively participate in at least 1 school-sponsored organizations/clubs. Allowable organizations/clubs include those which have a staff sponsor, coach, or director. The following list provides examples of allowable clubs; it is not exclusive.
 - Member of school affiliated sports team (Varsity, JV, Club) (If multiple sports are played, each sport constitutes an activity)
 - Performing member of the Music Department outside of class (Marching Band and/or Musical pit)
 - Member of academic competition team (Academic Team, Debate Team, etc) or participant in academic competitions (Science Research Competition, Math Club, FBLA, etc.)
 - School publications
 - Dramatic or musical productions
 - Active member in other staff sponsored school clubs/organizations that meet regularly and conduct meetings to plan club events and carry them out
- Peer Tutoring is NOT a school club. Peer Tutoring hours completed through our Peer Tutoring service or in concert with one of our elementary school partnerships may be logged for volunteer community service hours. Hours must be verifiable by school staff.



C. Character and Leadership (Faculty Evaluations)

UHS NHS highly encourages prospective and current members to be active leaders in the community as well as in school. Students will be required to submit a leadership form with descriptions of their school and community leadership roles, the form will need to be signed by a teacher/advisor/coach.

This additional information may be considered by the Faculty Council in determining the selection/non-selection of inductees. During its deliberations, the Faculty Council will consider each student who has submitted himself or herself for induction to the UHS NHS based on all submitted forms and the UHS NHS standards in the four areas of scholarship, service, leadership and character.

Leadership:

The leadership criterion is considered highly important for membership selection. The student who exercises leadership

- is resourceful in recognizing problems, applying principles, and making suggestions
- demonstrates initiative in promoting school activities
- exercises positive 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 hold school offices or positions of responsibilities; conducts business effectively and efficiently; demonstrates reliability and dependability
- is a leader in the classroom, at work, and in other school and community activities
- is thoroughly dependable in any responsibility accepted
- is willing to uphold scholarship and maintain a loyal school attitude

Character

Character is probably the most difficult criterion to define. The Faculty Council considers the positive as well as the negative aspects of character. Students will be required to have 2 teachers complete a reference form evaluating their character. A person of good character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that 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, hall, etc.
- demonstrates the highest standards of honesty and reliability
- regularly shows courtesy, concern, and respect for others

Maintenance of Membership**A. Requirements for continued membership.**

After a member has been inducted into the UHS NHS he or she is expected to maintain the same standards in academic achievement (3.50 GPA), character, and leadership that led to his or her initial selection.

B. Monitoring of current members.

1. Service requirement- The service requirement for continued membership will be twenty-five (25) fifteen hours of community service participation in at least one (1) school-sponsored organization/sport/club, and completion of at least one NHS sponsored activity. The NHS Executive Committee will be responsible for monitoring the service requirements for all NHS Members. All current members must submit validation of their earned hours via a letter signed by the supervising adult (non-parent) and submitted according to published guidelines. All hours MUST be submitted via Canvas. Verification of activities and 4th marking period hours served MUST be submitted by May 1st (or later published date). Students whose service requirements are deemed not to have met the UHS NHS requirement will be reviewed by the Faculty Council to determine their eligibility for continued membership in the NHS.

2. Character and leadership- The Faculty Council and the Administration will monitor NHS members' discipline and attendance. The entire faculty will monitor NHS member's character and leadership. Faculty members may make a referral to the Faculty Council for NHS members whose character and leadership as demonstrated in their classes or in their activities falls below the initial standards met for selection. Students whose character and/or leadership become a concern will be reviewed by the Faculty Council to determine their eligibility for continued membership in the NHS.

3. GPA- The Database Administrator will run the GPAs of every student in NHS midway through the year. If a student has fallen under the 3.5 GPA requirements, they will be notified by the NHS advisor. NHS members who fall below the 3.5 GPA requirement will have one semester (two marking periods plus either final or midterm) to bring their grade back up to a 3.5. Students whose cumulative GPA is below a 3.5 after the one semester probationary period will be brought before the UHS NHS Faculty Council for a disciplinary hearing and may face dismissal from NHS. Students who are unable to meet this requirement based on extenuating circumstances are responsible for bringing their situation to the attention of the NHS Advisor. Extenuating circumstances will be evaluated on a case by case basis.