



**Alfred E. Wallace Chapter  
Van Buren High School  
Constitution**

**President: Hayden Fontaine  
Secretary/Treasurer: Jacob Steinsiek  
Historian: Leah Miller  
Parliamentarian: Sydney Hiler**

**NHS Adviser- Stephanie Dunn  
Principal- Chris Bryant**

## **Article I: NAME AND PURPOSE**

### **Section 1**

The chapter's name shall be Alfred E. Wallace Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the national secretary on March 8, 1933.

### **Section 2**

The purpose of this organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Van Buren High School.

## **Article II: MEMBERSHIP**

### **Section 1**

Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and based on outstanding scholarship, character, leadership, and service. Members have a responsibility to continue to demonstrate these qualities.

### **Section 2**

Membership of this chapter shall be known as active and graduate. Active members will become graduate members at graduation. Graduate members have no voice or vote in chapter affairs.

### **Section 3**

To be eligible for membership in this chapter, the candidate must have been in attendance for at least one semester at VBHS prior to the semester of invitation.

### **Section 4**

Candidates eligible for selection to this chapter must be members of the junior or senior class. They shall have a minimum cumulative state grade point average of 3.75. This scholastic level of achievement shall remain fixed for all grade levels and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership, unless it occurs after inductions of the fall semester of said individuals' senior year..

### **Section 5**

Upon admission to join the Alfred E. Wallace chapter of NHS, the new member will digitally pay one-time membership dues prior to being inducted: Juniors \$40 and Seniors \$40. This covers the member's participation in the organization. Dues are non-transferable and are non-refundable.

## **Article III: SELECTION OF MEMBERS**

### **Section 1**

During the fall semester of each year, junior and senior VBHS students, who have a minimum cumulative 3.75 GPA, shall receive an email from the NHS Adviser with instructions to join *Google Classroom*, which will give application details.

### **Section 2**

All eligible students may choose to digitally complete the full application process by the due date set by the NHS Adviser, or students may choose not to submit the completed application by the due date, thus forfeiting his or her possible selection to the NHS chapter for the current school year. No late submissions will be accepted.

### **Section 3**

All fully completed applications for membership will be assigned a number by the NHS Adviser, and the student's name will be removed for anonymity. Removed names will be secured by the Adviser for the duration of the selection process by the Faculty Council.

### **Section 4**

The aforementioned applications for membership shall be reviewed by the Faculty Council. (See Article VII – Section 3).

### **Section 5**

The Faculty Council will complete the selection process. They shall use a rubric to score applications. An application will need 85 out of 100 points on the scoring rubric to be considered for selection. The NHS Adviser may offer advice during the selection process but may not vote.

### **Section 6**

The Faculty Council will decide if a student will receive a “selection” or a “non-selection” for NHS. If a student receives a “non-selection,” the Faculty Council will place in writing their reasoning. Each Faculty Council member does not have to write down his or her individual thoughts, but as a group, they record their collective thoughts.

### **Section 7**

The Faculty Council will then submit their decisions to the NHS Adviser. The NHS Adviser will then check eligibility via attendance and referral forms of students “selected.” Adviser will then inform the principal of these decisions. The principal will either approve or disapprove the selection process.

**Section 8**

Both the “selected” and “non-selected” students shall be informed via school email by the NHS Adviser of the decision of the Faculty Council. “Selected” students shall also be notified via email about induction details and dues information. Any “Non-selected” student, and only the student, who have fully completed the application process (including Teacher Recommendation) shall have the right to appeal to the NHS Adviser via email within three (3) calendar days after the dated email notification. As a reminder, all pillars of the NHS must be modeled when notifying and scheduling a 3rd period meeting with the NHS Adviser.

**Section 9**

If a “non-selected” student requests an appeal, the NHS Adviser shall review the “non-selected” student’s application, the Faculty Council’s decisions for non-selection, and the Teacher Recommendation. Within three (3) school days, the NHS Adviser will notify the principal of her decision for either admitting the student in question to the NHS chapter or upholding the original decision of the Faculty Council.

Once the principal has approved the NHS Adviser’s decision, the student shall be notified via email. If the student is now “selected” for NHS, then said student will be informed via email regarding induction details and dues. If the student remains “non-selected,” information will be sent via email using the original language provided by the Faculty Council as to why the student was not considered for “selection.” The “non-selected” student may then choose to appeal directly to the principal. “Non-selected” students who have fully completed the application process (including Teacher Recommendation) shall have the right to appeal to the principal via email within three (3) calendar days after the dated notification from Adviser. No exceptions will be made on the timelines. The principal’s decision is final.

**Section 10**

Upon email notification, an active member of the National Honor Society who transfers from this school and is a member in good standing will be given a letter indicating the status of membership signed by the principal. It is the member’s responsibility to inform the Adviser, so the letter may be ready for signature.

**Section 11**

An active member of the National Honor Society who transfers to VBHS will be automatically accepted for membership in this chapter after Adviser receives a physical or an emailed letter of good standing from the member’s previous school Adviser and the Cumulative (State) GPA is 3.5 or higher. This new member must inform the Adviser via email and maintain the semester and yearly membership requirements for this chapter in order to retain membership.

## **Article IV: SELECTION AND DISMISSAL**

### **Section 1**

Any member who falls below the standards of selection shall be properly warned by the NHS Adviser in writing via email.

### **Section 2**

Members may be referred for dismissal for any of the following: cumulative grade point average going lower than 3.50, failing to perform community service, serious and/or repeated violations of school policies and procedures, violation of civil and criminal law, or any other reason deemed conduct unbecoming a National Honor Society member. The NHS Adviser may refer dismissal of a member for character reasons to the Faculty Council at any time. Serious violations may cause immediate dismissal with the approval of the Adviser, Faculty Council, and the principal. Once a member is dismissed, eligibility for future membership in National Honor Society is null and void.

### **Section 3**

An NHS member must maintain the standards for membership in order to retain his or her membership. **A member shall be allowed only one probation period in which to correct any deficiency.** Standards for membership are as follows: Members will be required to perform a minimum of 12 hours of community service yearly to maintain good standing. Half (6) will be served the first semester and the other half (6) the second semester. Each member must complete an in-depth Individual Service Project per school year of membership. If members fail to perform community service, individual service projects, or chapter service projects, or other membership standards by the set deadlines, they will be placed on probation and will have the following semester to complete their entire membership requirements plus deficits. This includes meeting all deadlines throughout the semester. If a senior is on probation for the spring semester, then said senior must obtain a membership of good standing by April 1st or no stole shall be earned for graduation. The Adviser will refer for immediate dismissal.

### **Section 4**

When a member is dismissed, notification will be delivered via email. Notice of dismissal must be indicated on the Adviser's annual report submitted to the National Secretary at the end of the school year.

## **Article V: OFFICERS**

### **Section 1**

The officers of this chapter shall be a president, secretary/treasurer, parliamentarian, and historian. Officer elections will occur in the fall semester. If a vacancy occurs after that time, officers will absorb the duties of the missing position(s). No other elections will be held.

### **Section 2**

A majority of votes cast shall be necessary to elect any officer of this chapter. All members must vote in elections.

### **Section 3**

The chapter **president** must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter. It shall be the duty of the president to preside over meetings, set agendas for the meetings, coordinate work, function as an intermediary, represent chapters at other meetings as required, take ultimate student responsibility for all chapter functioning, and lead the club in any revisions to the Alfred E. Wallace Chapter Constitution.

If a member holds the office of president or vice president in the Student Senate, said member **may not** run for president of NHS. The same member **may run** for any other officer positions within the NHS chapter.

### **The qualities of the chapter president are as follows:**

- Know how to handle many types of situations
- Be mature
- Be organized with good time management skills
- Have sound judgment
- Have energy
- Be able to work with many different kinds of people and personalities
- Have a good working relationship with the Adviser, chapter, faculty, administration, student body, and community.

#### **Section 4**

The **secretary/treasurer's** primary responsibility is to keep the official records of chapter business and serve as the official correspondent for the chapter. The historical memory of the Honor Society on campus depends on the quality of the secretary/treasurer's performance. The job requires accuracy, neatness, and completeness. The secretary/treasurer shall step into the role of president if the president can no longer fulfill the duties set forth by the chapter.

In addition, the **secretary/treasurer's** other responsibility is to report any financials for the chapter. This information will be retrieved from the Adviser prior to the meeting. In addition, the secretary/treasurer will oversee publicity of chapter events and will help create the slideshow for inductions with the historian. If needed, the treasurer will help the parliamentarian take attendance during the meeting

#### **The secretary/treasurer is expected to do the following:**

- Be the keeper of the records, designer of the agenda
- Be organized
- Know nearly everything about every meeting
- Be alert to the calendar and the progress of committees
- Be knowledgeable about meeting procedures
- Spend time planning and organizing the chapter's work
- If needed, stand in for the president in all capacities

#### **Section 5**

The chapter **historian's** primary responsibility is to collect and preserve information that provides a clear and concise record of all chapter activities for the year.

#### **The historian shall maintain the following:**

- the club's social media pages and bulletin board
- mentor program sign-ups
- updates to the calendar
- management the submission of service project photos by members At the induction ceremony, the historian will prepare a slideshow of community service events over the past year.

## **Section 6**

The role of the **parliamentarian** is to ensure that meetings are orderly and civil and to help the chapter operate according to its constitution and bylaws.

### **The main function of the parliamentarian is as follows:**

- to advise the president on procedures during meetings The parliamentarian does not rule members out of order. Neither should he or she call for votes—that is the job of the president. If a parliamentarian notices a violation in procedures, he or she should quietly tell the president, and then the president may rule.
- record and coordinate membership
- check mandatory attendance and give the signature sheet to the secretary
- keep accurate electronic records of community service hours. This job requires monthly checking service hours and sending out reminders of hours not served.

## **Article VI: EXECUTIVE COMMITTEE**

### **Section 1**

The executive committee shall consist of the officers of the chapter and the chapter Adviser.

### **Section 2**

The executive committee shall have general charge of the meetings and business of the chapter, but any action on the part of the executive committee may be subject to the review of the chapter.

### **Section 3**

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

### **Section 4**

The executive committee is in charge of planning and executing the chapter service project each year

## **Article VII: SUPERVISION BY THE PRINCIPAL**

### **Section 1**

The activities of this chapter shall be subject to the approval of the principal.

### **Section 2**

The principal shall appoint a member or members of the faculty as Chapter Adviser, 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. No principal or vice-principal may be included on the Faculty Council.

### **Section 4**

The principal shall receive appeals in cases of non-selection of candidates and disciplining or dismissal of members.

## **Article VIII: DUTIES OF THE ADVISER**

### **Section 1**

The NHS Adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaisons between faculty, administration, students, and community.

### **Section 2**

The Adviser shall maintain files on membership, chapter history, activities, and financial transactions. The Adviser shall send an annual report to the national office.

### **Section 3**

The Adviser shall regularly review each member for compliance with NHS standards and obligations.

### **Section 4**

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

### **Section 5**

The Adviser shall be ex-officio, non-voting, sixth member of the Faculty Council. This means **the Adviser does NOT make any decision regarding a candidate** during the Faculty Council's selection process.

## **Article IX: DUTIES OF THE FACULTY COUNCIL**

### **Section 1**

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 2**

The Faculty Council will develop and revise all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and National Honor Society policies.

## **Article X: MEETINGS/ACTIVITIES**

### **Section 1**

The regular meetings of this chapter shall be held monthly or as designated by the principal with club and organization rotations.

### **Section 2**

Special meetings, approved by the executive committee, may be called by the president.

### **Section 3**

This chapter shall conduct its meetings according to Robert's Rules of Order in all points not expressly provided for in the constitution of this chapter.

### **Section 4**

This chapter shall determine one or more chapter service projects for each school year. All members shall regularly participate in these service projects. These projects shall fulfill a need within the student body, school, and/or community; have the support of the district administration, building administration, and faculty; be appropriate, relevant, and educationally defensible; and be well-planned, organized, and executed.

### **Section 5**

Members shall have the responsibility of choosing, participating, and completing an ISP that reflects his or her particular talents and interests. This is in addition to the chapter service projects to which all members contribute.

### **Section 8**

Each chapter will publicize its projects in a positive manner.

**Prior to submitting your application, please sit with your parent or guardian and read the following membership requirements and the chapter constitution, which is posted on *Google Classroom* and on the *VBHS Clubs* webpage.**

**Addendum:**

Beginning with the 2025-2026 school year, the Alfred E. Wallace Chapter of the National Honor Society of Secondary Schools updated the point system to ensure all members fulfill their promises of character, service, leadership, and scholarship. The updated point system will work as follows:

Mandatory Chapter Meetings outside of the school day (3)	15 points
Mandatory Chapter Service Projects (Fall and Spring)	25 points
Mandatory Individual Service Project	25 points
NHS Member's Community Service Hours (twelve points per semester of membership)	25 points
Chapter Voting	5 points
NHS Inductions Ceremony	5 points

Members in good standing (attendance, behavior, and GPA must accumulate a minimum of 100 points per active year in order to wear the National Honor Society stole at graduation and to be eligible for the NHS scholarship nomination and/or references/recommendations from the Principal and Adviser.

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