NHS Constitution
(Revised August 2025)

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ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).
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. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

ARTICLE II: THE NATIONAL COUNCIL

Section 1. The control of this organization shall be vested in the National Council.
Section 2. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council and shall serve as treasurer of NHS. The director of the NASSP Department of Student Activities shall be an ex-officio member and shall serve as secretary of the National Council.
Section 3. Members shall be appointed for a term of no more than three years.
Section 4. A simple majority of members shall constitute a quorum of the National Council.

ARTICLE III: STATE/REGIONAL ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations. The state principals' associations may form regional associations as defined by NASSP.
Section 2. Any state or regional association of National Honor Society chapters shall conform to this Constitution and shall work with the NASSP Student Activities office in furthering the purpose of this organization.
Section 3. All state and/or regional associations shall be affiliated with the National Honor Society.
Section 4. The state and/or regional affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.
Section 5. Bylaws of state or regional associations must be approved by the secretary of the National Honor Society (the NASSP Director of Student Activities) and must be consistent with this Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local 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.
Section 2. Each chapter shall pay a chartering fee determined by the National Council.
Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.
Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed ten 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.
Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the National Council. 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.
Section 3. The principal shall annually appoint a Faculty Council composed of six 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 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. The chapter adviser shall send the annual report 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, non-voting, sixth member of the Faculty 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: FACULTY COUNCIL

Section 1. The Faculty Council shall consist of six voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, seventh 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 to consider non-selection, dismissal, other disciplinary actions, and warning cases.
Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

ARTICLE VIII: MEMBERSHIP

Section 1. Membership in local chapters 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 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 reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, 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. 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 are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.
Section 6. An NHS member who transfers to another school and brings a letter from the principal or 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 are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester.
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**. Millville's National Honor Society will be based on the minimum standard 96.0 straight GPA.** Candidates shall then be evaluated on the basis of service, leadership, and character.
Section 3. The selection of each member to the chapter 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 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. The National Council and 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.
Section 2. Members who fall below the standards that were the basis for their selection, or conduct themselves in a way that violates the pillars of the organization (Scholarship, Leadership, Service, and Character) shall proceed through the following discipline hierarchy:

A. Student will be given a verbal warning for the first infraction that was committed.

B. Upon a second offense, student will be given a formal warning and asked to submit an action plan within two weeks of the formal warning, establishing steps that can be taken by the student to deter that action (or similar actions) from happening in the future.

C. This probationary period will last two marking periods from the formal warning.

D. In the event a student does not have any further incidents within the probationary period, the student will have their probation removed, but upon another infraction be put right back to the guidelines established in Section 2-B.

E. Upon a third offense of a similar or greater nature within the probationary period, student will be dismissed from Millville's National Honor Society.

Section 3. In all cases of pending dismissal, 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.

Section 4. The National Council and NASSP shall hear no appeals in dismissal cases.

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.

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

ARTICLE XII: 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 a 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.

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 shall be designated in the chapter bylaws.

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

Section 4. 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.

ARTICLE XIV: ACTIVITIES

Section 1. Each 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 interests. This is in addition to the chapter projects to which all members contribute.
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 selected by the National Council. The emblem shall be uniform.
Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.
Section 3. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.
Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
Section 5. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are filed for registration with the United States Patent and Trademark Office and may not be copied by anyone.
Section 6. The motto of the National Honor Society shall be *Noblesse Oblige*.
Section 7. The official colors of the National Honor Society shall be blue and gold.
Section 8. A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: BYLAWS

Section 1. The officers of the Millville Chapter of the NHS are president, vice-president, secretary, and treasurer. Their responsibilities shall include, but not be limited to, the following:

A. President: must be a senior; leads every meeting; makes an agenda ahead of time and coordinates it with the advisor; is a member of all committees; will establish a community service project for group.
B. Vice-president: leads meetings at which the president is not in attendance; may help coordinate tutoring with guidance office; is a member of all committees
C. Secretary: takes minutes at each meeting; types the minutes and gives a copy to the advisor; write all letters
D. Treasurer: will verify all financial responsibilities that may occur upon advisor completing said responsibilities

Section 2. An election of officers for the following year will be held in May. Members interested in running for office shall complete the appropriate form from the advisor in order to have their name on the ballot.
Section 3. New officers shall be installed at the first meeting of the new school year.
Section 4. **The selection of members for National Honor Society is that candidates must have a cumulative scholastic average of a straight 96.0 beginning in their 9th grade year.** Each candidate must submit a profile, an essay discussing why he/she should be a member, and must obtain one teacher recommendation within a specified time frame.

Selection Process:

1. Get list of potential candidates and discuss as a Faculty Council
2. Review disciplinary history of each candidate to assess the character of each individual candidate (see definition of character in 5-d).
    a. Principal will provide any disciplinary records of the candidates and reasons behind the discipline referrals of candidates during their high school careers (9th grade to present) for the Faculty Council to analyze/discuss
3. Distribute packets and teacher evaluations to candidates
4. Any student with an 85% or lower on a teacher evaluation will have their evaluations sent to all present teachers for further analysis of candidate
    a. NHS Teacher Evaluation Algorithm
        i. The candidate will provide 3 teachers of his/her choosing with the required teacher evaluation that is part of the NHS Application.
        ii. The teachers will answer all the questions that they feel comfortable answering to the best of their abilities, and as candidly as possible.
        iii. There are 20 questions in the survey, looking more closely at Character, Leadership, and Service.
        iv. Each question has a max score of 5.
        v. Highest score a candidate can obtain is a 100/100
        vi. The three raw scores will be averaged to gain the candidate's official score.

Algorithm: Candidate's Raw Score / (Number of Questions Answered X 5)

b. If a candidate receives lower than an 85% from the original application:
    - teacher evaluation surveys will be distributed to the student's present teachers, to complete in order to gain a

more in-depth look at the candidate.
- Once those optional evaluations are returned, the aforementioned algorithm will be used on the new evaluation.

Secondary Algorithm: Total Raw Score from all evaluations / Total Possible Score That Could be Obtained

5. Upon collecting further teacher evaluations, Faculty Council will analyze the student packets to make final decision on candidates based on the following pillar definitions:

a. **Scholarship -** "Scholarship means a commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a cultivated mind. We continue to learn even when formal education has ended, for education ends only with life. Knowledge is one great element in life, which leads to the highest success, and it can be acquired in only one way – through diligence and effort. Learning furnishes the lamp by which we read and the past and the light which illuminates the future. Candidates have the charge to continually expand their world through the opportunities inherent in scholarship."

b. **Service -** "Service can be described in various ways. In the routine of the day's work, many opportunities arise to help others. Willingness to work for the benefit of those in need, without monetary compensation or without recognition, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities to the creation of a better tomorrow."

c. **Leadership -** "Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to obtain the same objective. The price of leadership is sacrifice- the willingness to yield one's personal interests for the interests of others. A leader has self-confidence and will to go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed; thus to lead is a substantive charge to each of our members and to the candidates."

d. **Character -** "Character is the force within each individual which distinguishes that person from others. It gives each one individuality. It is that without which no one can respect oneself, nor hope to attain the respect of others. It is this force of character which guides one through

life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action, daily striving to make the right choice. The problem of character is the problem of self-control. We must be, in reality, what we wish to appear to others. By demonstrating such qualities as reliability, honesty, sincerity, and taking responsibility for one's actions, we may hope to prove by example that we value character."

6. The Faculty Council will analyze the student packets to make the final decision about the candidates based on the following grading criteria:

Candidate Application (100 points in total)
- 7 parts to the application
- Parts 2 – 6 will each be worth 10 points (equaling 50 points in total)
    - o Candidate will gain 2 points for each piece of evidence that is provided for sections 1 – 5 to support their bid for membership into the National Honor Society.
        - evidence will be from starting in their 9th grade year
        - evidence prior to 9th grade year provided will be considered, but will not count towards candidate's points for the application
    - Part Seven – Applicant Justification Paragraph (50 points)
    - o Candidate will be expected to thoroughly explain why he/she should be selected for membership and what would make him/her a valuable addition to Millville's National Honor Society
    - o Faculty Council is looking for at least ***5 reasons*** (experiences, traits, etc.) and a justification for each reason that would make the candidate a valuable addition to Millville's National Honor Society (10 points per reason and justification provided).
    - o Written Portion Point Distribution Breakdown:
        - **a.** Traits – 25 points
            - The Faculty Council is looking for 5 reasons as to what traits would make the candidate a valuable addition to Millville's National Honor Society
                - Each trait is worth 5 points (25 points in total)
        - **b.** Concrete examples for each trait – 10 points
            - The Faculty Council is looking for students to identify at least one (1) concrete example of how s/he demonstrates these traits in their personal lives
                - Each concrete example is worth 2 points per trait (10 points in total)
        - **c.** Justification for each reason as to how that trait would make the candidate a valuable addition to Millville's National Honor Society – 15 points
            - The Faculty Council is looking for the candidate to provide a justification

for each reason as to how that trait would make the candidate a valuable addition to Millville's National Honor Society

- Each justification is worth 3 points (15 points in total)
- Justification should not be a blanket statement to conclude the written portion

7. Any candidate receiving lower than an 85% average (170/200) between the application packet score and the teacher evaluation score will not be admitted into Millville's National Honor Society
8. Initiates are required to complete 20 hours of service during their initiation year.
   - Hours will be given to the National Honor Society Advisor by the last week of the school year.

Section 5. Every member of the Millville Chapter of the NHS must complete 40 hours of community service at an approved local service agency. A listing of approved community service agencies will be supplied to all NHS members. Any agencies not listed must be approved by the advisor before the hours are completed.

Section 6. In the event that an applicant is not selected for membership, the denied applicant will be given two weeks after the notification to make an appeal to the principal. The principal will set up an appointment between the Chapter Advisor, and the appealing party to sit down with both parties to discuss the position of both parties. The principal will evaluate both sides and will make the final decision. No other action may be taken after the principal has ruled.

Section 7. Any honor society student who is dismissed from the National Honor Society by the Faculty Council may appeal to the principal within two weeks of the dismissal announcement. The principal will make the final decision. No other action may be taken after the principal has ruled.

Section 8. To provide funds to NHS account in order to broaden philanthropic reach:

Seniors: All fundraising money generated by the candidate will go towards the NHS Trip or Mini-THON

Juniors: ½ of the money fundraised will go towards the NHS Trip/Mini-THON while the other ½ will go towards the NHS fund

- This amount will be based off of total fundraising done by the student for that year

Section 9. Attendance Policy

As a member of the National Honor Society, members are reminded that there is a correlation between good character and leadership along with attendance at mandatory NHS meetings. Regular attendance rates are one of many measures of the success of the organization. Members will be expected to be in attendance at every NHS meeting that takes place on Day 2 of the cycle.

The following constitute reasonable causes for absence from school/meeting as found in the Millville Student Handbook:

1. Illness or quarantine (Need a doctor's slip to return to school).
2. Recovery from accident/hospitalization.
3. Required court attendance.
4. Death in the family.
5. Approved class/school trips.
6. Religious holidays and instruction, up to 36 hours according to the School Code.
7. Extreme weather conditions.
8. Student educational travel as outlined in this handbook.
9. Other urgent reasons approved by the principal.

The following constitute reasonable causes for absence from school/meeting as determined by the NHS Faculty Council:

1. Participation in a sport/extra-curricular activity
2. ACE/Magnet STEM Program class (when university is in session)
3. Work Release (with prior notification to the NHS Advisor)

Any of the above reasons will be accepted as a legal excuse. If the NHS Advisor/Faculty Council has any reason to doubt the validity of an excuse, the Faculty Council may petition the principal to require a doctor's excuse in the case of future absences. In other words, *the school reserves the right to require a doctor's excuse from students whose attendance is irregular, excessive, or questionable.*

If a student is to miss any meeting for any of the aforementioned reasons, notification must be given to the NHS Advisor prior to missing each individual meeting (either in person, via email or phone call) from either member or parent/guardian.

1. Students will be allowed three (3) unexcused absences from NHS meetings that take place during Activity Period every Day 2 of the cycle per academic year.
2. Upon the fourth unexcused absence in an academic year, the member will be placed on probation with NHS and required to create an action plan to increase future attendance at NHS Day 2 meetings.
3. Upon the fifth unexcused absence within the academic year, NHS member will be dismissed from the organization
    1. Dismissal/Discipline policies can be found in Article X of the NHS Constitution.

ARTICLE XVII: AMENDMENTS

Section 1. This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a majority of the members of the National Council. Section 2. The

parts in bold face may be amended at any time by a majority vote of the Millville Faculty Council.

Approved by the Faculty Council on August 20th, 2025

Susan Laayouni _____

Rachael Musser _____

Christopher Rhinard _____

Wyatt Smith _____

Gwen Williamson _____