

# Troy High School National Honor Society

## 2026–2027 Chapter By-Laws

Troy High School  
Troy, Michigan

### **ARTICLE I: NAME AND PURPOSE**

#### **Section 1: Name**

The name of this chapter shall be the Troy High School Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council.

#### **Section 2: Purpose**

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Troy High School.

### **ARTICLE II: MEMBERSHIP**

#### **Section 1: Basis for Membership**

Membership in this chapter is an honor bestowed upon deserving students by the Faculty Council and shall be based on the criteria of:

- Scholarship
- Service
- Leadership
- Character

#### **Section 2: Eligibility**

Candidates eligible for election to this chapter must:

- Be members of the junior or senior class
- Have attended Troy High School for a minimum of one semester
- Meet the required cumulative unweighted GPA requirement

#### **GPA Requirements**

##### ○ Classes of 2026, 2027, and 2028

Students with a cumulative unweighted GPA of **3.50** or higher after the second semester of their sophomore year and second semester of their junior year will be offered the opportunity to apply to the National Honor Society.

##### ○ Classes of 2029 and Beyond

Students with a cumulative unweighted GPA of **3.75** or higher after the second semester of their sophomore year and second semester of their junior year will be offered the opportunity to apply to the National Honor Society.

#### **Additional Eligibility Information**

- Summer school grades will not be considered part of the cumulative GPA until the following June.
- Meeting the GPA requirement does not guarantee acceptance.
- Candidates who meet the grade level, attendance, and GPA requirements shall then be considered based on Community Service, Leadership, and Character.

### **ARTICLE III: SELECTION OF MEMBERS**

#### **Section 1: Faculty Council**

Selection of members to this chapter shall be by majority vote of the Faculty Council.

The Faculty Council shall:

- Consist of five non-administrative faculty members
- Be appointed by the advisor and approved by the principal
- Include the chapter advisor(s) as a non-voting member

## Section 2: Scholarship (Academic) Invitation Process

Prior to selection, the following shall occur:

- Students' academic records shall be reviewed to determine scholastic eligibility at the close of the fourth and sixth full semesters.
- Summer school grades will count toward the fifth and seventh semester cumulative GPA.
- Students who are scholastically eligible shall be notified and invited to complete an application.
- Applications must be completed and submitted by the stated deadline.
- Extensions to application deadlines shall not be granted or appealed.

## Section 3: Service

### School Involvement Requirements

- Students must demonstrate involvement in at least two school sanctioned clubs (on the approved list of official and/or unofficial) or sports teams from the beginning of 9th grade.
- Students must:
  - Provide valid advisor or coach contact information
  - Demonstrate active participation
- If an advisor or coach cannot verify active membership, the application shall be rejected and may not be appealed.

### Community Service Requirements

- Students must submit a community service log documenting a minimum of 20 service hours completed from the beginning of 9th grade.
- For every volunteer activity, students must include:
  - Name of the organization or event
  - Brief description
  - Date and time
  - Supervisor signature
  - Legible supervisor phone number and email address

### Service Guidelines

- Service should demonstrate an ongoing commitment throughout the student's high school career.
- Community service must be completed through a philanthropic organization, without pay or other compensation, and for the betterment of the community.
  - For example, babysitting, yard work, and tutoring friends do not qualify as organized community service.
- Service completed solely for the purpose of strengthening an application is discouraged.
- The Faculty Council shall consider the following question: "Does this student demonstrate an ongoing commitment to service for the betterment of their community?"
  - A student receiving at least three out of five "Yes" votes from the Faculty Council shall move forward in the selection process.

## Section 4: Character and Leadership

Faculty members, administrators, and counselors who have worked with the candidate over an extended period of time may complete a Character and Leadership Rating Form.

### Rating Scale

4.0.....Outstanding	2.0.....Average
3.5.....Excellent	1.5.....Below Average
3.0.....Very Good	1.0.....Poor
2.5.....Good	0.....Unacceptable

### Character Criteria

- Students should demonstrate:
  - High standards of honesty, reliability, and integrity
  - Courtesy, concern, and respect for others
  - Cooperation with school regulations and expectations

## Leadership Criteria

- Students should demonstrate:
  - Leadership qualities within the classroom and school community
  - Appropriate use of influence and responsibility
  - Fulfillment of elected or appointed leadership duties when applicable

## Selection Standards

- Students must receive an average rating of at least 3.0 in both Character and Leadership.
- Formal and informal disciplinary records may be reviewed during this process.

## Section 5: Acceptance

Students who qualify in Scholarship, Service, Leadership, and Character may be offered membership. Before acceptance, each candidate must sign a statement agreeing to:

- Support the NHS Constitution and chapter by-laws
- Fulfill all membership responsibilities

## Section 6: Timeline

Selection of new active members shall take place in the fall.

## Section 7: Induction

Candidates officially become members when inducted at the chapter ceremony.

## Section 8: Transfer Students

- Students transferring from Troy High School who are active NHS members shall receive a letter indicating their membership status.
- Students transferring into Troy High School who are active NHS members shall be automatically accepted into the chapter. Transfer students shall have one semester to meet all local chapter requirements.

## Section 9: Appeals

Applicants may appeal decisions related to Service, Leadership, or Character in accordance with Article V. Appeals must be submitted within one week of acceptance and rejection notifications.

## **ARTICLE IV: MEMBERSHIP REQUIREMENTS AND SERVICE HOURS**

### **Section 1: Requirements for Students Inducted as Juniors**

During Junior Year

- Students inducted as juniors must complete:
  - 10 outside service hours
  - 10 inside service hours
  - Attendance at all monthly meetings

During Senior Year

- Students inducted as juniors must complete the following during senior year:
  - 10 outside service hours
  - 5 inside service hours
  - All senior requirements must be completed by the assigned April deadline.

Additional Expectations

- Missing two meetings will result in one additional required service hour.
- Missing three meetings will result in dismissal without opportunity to reapply.
- Fifth Grade Camp may count for a maximum of 5 outside service hours.
- Inside hours may count toward outside hours, but outside hours may not count toward inside hours.

## **Section 2: Requirements for Students Inducted as Seniors**

Students inducted as seniors must complete:

- 15 outside service hours
- 10 inside service hours
- Attendance at all monthly meetings
- All requirements must be completed by the assigned April deadline.

Additional Expectations

- Missing two meetings will result in one additional required service hour.
- Missing three meetings will result in dismissal without opportunity to reapply.
- Fifth Grade Camp may count for a maximum of 5 outside service hours.
- Inside hours may count toward outside hours, but outside hours may not count toward inside hours.

## **Section 3: Volunteer Commitment Expectations**

If a student must cancel a volunteer opportunity, the student must:

- Find a substitute
- Notify the organization and NHS advisors in writing
- Include substitute contact information

Failure to do so, or cancelling less than 24 hours in advance, will result in a deduction equal to double the missed hours.

- Example: A student missing a 2.5-hour volunteer shift will receive a deduction of 5 service hours.

## **Section 4: Submission of Service Hours**

Students are expected to:

- Bring point slips to each volunteer event
- Complete slips neatly and fully
- Use traditional paper and pen when completing slips
- Submit slips as a single PDF during the week the service occurred

Summer service slips must be submitted within the first three school days of the academic year.

## **Section 5: Senior Progress Requirement**

All active senior members must have a minimum of 5 approved service hours submitted by the end of the first semester point update.

## **Section 6: Missed Deadlines**

Students who fail to meet hour or service deadlines:

- Will not receive extensions
- Will be dismissed from NHS
- May not appeal the decision

## **ARTICLE V: APPEALS, DISCIPLINE, AND DISMISSAL**

### **Section 1: Communication Expectations**

Students must communicate with both advisors together.

All communication:

- Must include both advisors
- Must occur in writing
- Must be scheduled in advance for meetings
- Must not occur during passing time or during class periods

Students may not meet with advisors without a scheduled appointment.

### **Section 2: Grounds for Dismissal**

Members may be dismissed for failing to uphold NHS standards in:

- Scholarship
- Service
- Leadership
- Character

## Academic Expectations

- Members must maintain:
  - A cumulative unweighted GPA of 3.50 for Classes of 2027 and 2028
  - A cumulative unweighted GPA of 3.75 for Class of 2029 and beyond
- Students whose GPA falls below the requirement:
  - Will receive a written warning
  - Will have one semester to improve their grades
- Students whose GPA falls below the requirement during first semester senior year:
  - Will not receive additional time to improve
  - Will not earn graduation cords

## Service Expectations

- Students who fail to meet service requirements or deadlines will be dismissed.

## Conduct Expectations

- Violations of school, classroom, or extracurricular expectations may result in dismissal.

## Section 3: Appeals Process

- Appeals must be scheduled by contacting the NHS advisors. Administration is not involved in the appeal process and may not overturn any decision.
- Students wishing to appeal a decision must:
  - Submit a one-page, single sided appeal letter
  - Submit the appeal at least 24 hours before the scheduled appeal meeting
- Additional documentation beyond the required letter will not be considered.
- Letters of recommendation are not part of the appeal process, though contact references may be included.
- The Faculty Council will determine the outcome by majority vote.
- The decision of the Faculty Council is final.
- Students who resign or are dismissed may not reapply to NHS.

## Section 4: Alternative Discipline

In place of dismissal, the Faculty Council may impose disciplinary sanctions deemed appropriate.

## **ARTICLE VI: OFFICERS**

### **Section 1: Officer Positions**

The officers of the chapter shall include:

- President
- Vice President
- Secretary
- Tutoring Chair
- Media Relations

### **Section 2: Eligibility**

- Students must be members in good standing to run for office.
- Officer responsibilities will be provided at an announced meeting.

### **Section 3: Elections**

- All active members may run for office.
- All active members may vote.
- Students must be present at the meeting to run.

### **Section 4: Voting Procedures**

- A majority vote greater than 50% shall be required to elect an officer.
- If no candidate receives a majority vote, a runoff election shall occur between the two candidates receiving the highest number of votes.

## **Section 5: Officer Responsibilities**

### President

- Preside over meetings
- Create agendas at least 48 hours before Executive Board meetings

### Vice President

- Preside in the absence of the president
- Maintain attendance records
- Update attendance records within 48 hours
- Make attendance records publicly available

### Secretary

- Update service points weekly

### Tutoring Chair

- Coordinate academic support and tutoring
- Update tutoring records monthly

### Media Relations

- Maintain NHS social media platforms
- Share service opportunities and chapter updates
- Coordinate school showcase materials and signage

## **Section 6: Executive Board Expectations**

### Executive Board members must:

- Attend all weekly Executive Board meetings
- Fulfill responsibilities throughout the school year
- Assist with leadership transition during May and June

If a position becomes vacant, the advisor may appoint a replacement from the membership.

## **Section 7: Modification of Officer Duties**

Beginning with the 2026–2027 Executive Board, officer responsibilities may be modified to meet organizational needs without a majority membership vote.

## **ARTICLE VII: MEETINGS AND ATTENDANCE**

### **Section 1: Meetings**

Chapter meetings shall be held monthly.

### **Section 2: Attendance Expectations**

All members are expected to attend regularly scheduled meetings.

### **Section 3: Attendance Policy**

- Members missing one meeting will be placed on attendance review.
- Members missing two meetings will receive a one hour service penalty.
- Members are responsible for monitoring attendance through the Schoology attendance spreadsheet.

### **Section 4: Responsibility for Information**

Members are responsible for all information shared at meetings, regardless of attendance.

## **ARTICLE VIII: ACTIVITIES AND SERVICE GUIDELINES**

### **Section 1: Service Hour Expectations**

Inside and outside service activities should:

- Fulfill a need within the school or community
- Be educationally appropriate
- Be organized and well planned
- Have school support when necessary

## Additional Guidelines

- Parents, family members, and students may not verify service hours.
- Incomplete documentation will not be accepted.
- Questionable service submissions may be reviewed and voided.

## **ARTICLE IX: EMBLEM**

### **Section 1: Graduation Recognition**

Senior members in good standing shall be granted the privilege of wearing the NHS graduation cowl.

## **ARTICLE X: DUES AND FEES**

### **Section 1: School Club Fee**

Each student must pay the required \$50 school club fee unless the fee has already been paid through another activity.

### **Section 2: NHS Membership Fee**

Each accepted member must also pay the required \$35 NHS fee.

This fee covers:

- NHS national membership enrollment
- Graduation cowl

## **ARTICLE XI: AMENDMENTS**

### **Section 1: Amendment Process**

These by laws may be amended by a majority vote of the Executive Board and advisors.

Articles III and V, which address selection and discipline, may only be modified by the advisors with approval from the principal.

## **ARTICLE XII: RATIFICATION**

### **Section 1: Ratification**

This constitution shall be ratified by:

- A unanimous vote of the Executive Board
- A majority vote of the chapter membership

### **Section 2: Effective Date**

This constitution takes effect immediately.

**Date:** May 21, 2026

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**Mr. Remo Roncone**  
Principal

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**Lisa Kline**  
Advisor

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**Marissa Drake**  
Advisor