Chapter Bylaws of the Winthrop High School National Honor Society
Chapter of Pullin Poynte
Adopted on November 10, 2025

Article I: Chapter Name

The name of this chapter shall be the Pullin Poynte Chapter of the Nation Honor Society of Winthrop High School.

Article II: 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 Winthrop High School and town community.

Article III: Powers

Section 1. This chapter operates under the direction of and in full compliance with the National Honor Society Handbook and National Honor Society Constitution.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal. (See Article V, Section 1 of the National Honor Society National Constitution.)

Section 4. Our chapter of the National Honor Society maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability as well as the Winthrop Public School discrimination policy of; "The Winthrop Public Schools does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender identity, disability, or homelessness for employment, participation in, admission/access to, or operation and administration of any educational program or activity in the school district." This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

Article IV: Membership

Section 1. 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, and character.

Section 2. Membership in this chapter shall be known as active, and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. Alumni members have no voice or vote in chapter affairs.

Section 3. Eligibility:

A. Candidates eligible for selection to this chapter must be members of the junior (11th grade), or senior (12th grade) classes.
B. To be eligible for selection of membership in this chapter, the candidate must have been enrolled for a period equivalent to one school year at Winthrop High School prior to their candidacy year (i.e. you have to be enrolled in Winthrop High School in 10th grade if your candidacy year is 11th grade, and 11th grade if your candidacy year is 12th grade.)
C. Candidates eligible for membership to the chapter shall have a minimum career GPA of 3.9 at the end of either their sophomore year, or junior year at Winthrop High School. This is to keep in compliance with the school running career GPAs at the end of each school year.
D. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character through a faculty council-approved Candidate Information Form.

Article V: Selection of Members

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council, which consists of five faculty members approved by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio, member of the faculty council.

Section 2. The selection of members shall be held once a year during the first quarter of the school year.

Section 3. Prior to the final selection, the following shall occur:
A. All students who are eligible scholastically (i.e. the candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
B. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership (Appendix A).

Section 4. Candidates become members when inducted at the annual induction ceremony.

Section 5. An active member of the National Honor Society who transfers from this school to another may request to be given an official letter indicating the status of their membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter, when they present a signed letter from their previous school's National Honor Society advisor confirming their membership. The faculty council shall grant to the transferring member until either mid, or end of the year, when GPAs are run, to attain the membership career GPA requirement and, thereafter, this member must maintain those requirements for this chapter in order to retain their membership. Transfer members are responsible for a 30-hour community service project regardless of transfer date.

Section 7. Candidates whose Candidate Information Form was rejected by the Faculty Council are eligible to appeal this decision via the Appeals Process (Appendix B). A candidate who is rejected from the National Honor Society has 5 school days after being informed to initiate the appeal process by informing the chapter adviser. If no appeal has been registered with the chapter adviser, then the decision stands and can no longer be appealed, and records concerning that candidate will not be reviewed again during that school year. There is nothing that precludes a chapter from presenting the appellee with specific information regarding non selection. Indeed, it is the contention of the national office that if the recommended selection process has been followed and undertaken in all its aspects in a fully professional manner, then there should be nothing to hide from the appellee regarding their non-selection. Outcomes of an appeal can include;

- Rejection of the appeal; sustaining of the original judgement.
- An overturning of the faculty council's decision by the administration.

The final vote for appeal will stand as the official decision of the chapter.

Article VI: Obligations of Members

Section 1. Annual dues for this chapter shall be $20.00.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society (cords at graduation).

Section 3. Any member who withdraws, resigns, or is dismissed, including dropping below a 3.9 career GPA, from the chapter shall surrender the privilege of wearing the emblem to the chapter (cords at graduation). Members who resign may not be considered for membership again.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords (or other insignia adopted at the local level) at graduation.

Article VII: Officers (Appendix C)

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer. They will be given a special insignia that represents their office at the induction ceremony. They will also be responsible for giving a speech and lighting one of the four candles at the induction ceremony that represent the four pillars of National Honor Society; character, scholarship, leadership, and service.

Section 2. Student officers shall be elected at the first meeting of each school year after candidate selection and acceptance has been completed. All returning members (second year members) in good standing with the chapter are eligible to run for vice president, secretary, or treasurer. Only the top 5 students in the senior class are eligible to run for president.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two

candidates receiving the highest number of votes. In order to form a quorum, at least 50% of the current members have to be present when voting for officers.

Section 4. The President:

- Must be a second-year members and top 5 in the class (if no member from the top 5 run for office, this position is then open up to all second-year members)
- Help with the running of the chapter
- Offer guidance to other chapter members regarding quality community service
- Help to collect and keep track of all member's community service
- Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service
- Receive president officer insignia at the ceremony

Section 5. The Vice President:

- Must be a second-year member
- Help with the running of the chapter
- Keep record of all leadership positions in the chapter
- Help to collect and keep track of all member's community service
- Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service
- Receive vice president officer insignia at the ceremony

Section 6. The Secretary:

- Must be a second-year members
- Help with the running of the chapter
- Proofread all documents for the chapter
- Keep meeting and required event attendance
- Responsible for all correspondence
- Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service
- Receive secretary officer insignia at the ceremony

Section 7. The Treasurer:

- Must be a second-year member
- Help with the running of the chapter
- Collect, keep track, and be responsible for member's dues payments
- Keep a register of the chapter's expenditures (what we spend money on)
- Help with inventory to dictate buying and purchasing for the chapter
- Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service
- Receive treasurer insignia at the ceremony

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter. Any action by the executive committee is subject to the review of the chapter members.

Article VIII: Meetings

Section 1. Meetings shall take place 3 times a year and be communicated by the advisor to members in their candidate acceptance letters, or their continuing membership letters.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order.*

Section 3. Members are expected to attend all chapter meetings unless they have an excused absence from school on the day of the meeting. Excused absences must meet the Winthrop High School's standard. Missing meetings will result in the following disciplinary action;

- First infraction will result in 1 additional community service hour.
- Second infraction will result in 2 additional community service hours.
- Missing all meetings will result in your membership being revoked.

Article IX: Activities

Section 1. Here at Winthrop High School, the Pullin Poynte Chapter of the National Honor Society strives for its members to complete quality community service, with the goal of bettering the community somehow. There needs to be a community the project helps, and a vision for what you want to get done during your 30-hour community service project.

Section 2. 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, and be well-planned, organized, and executed. Members will choose from a list of community service projects that has been approved by the faculty council (Appendix D).

Section 3. Members are responsible for coordinating their service projects with the appropriate supervisor, and keeping track of their service on their community service trackers (Appendix E).

Article X: Discipline and Dismissal of Members

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Pullin Poynte chapter of the National Honor Society. Members of the National Honor Society are expected to maintain their academic standing and take an active role in service and leadership in their school and community.

Section 2. If a member's cumulative GPA falls below the standard in effect when they were selected (3.9 career GPA), they will be dismissed from the society.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to DWI; stealing; destruction of property; cheating, plagiarizing, or using AI for school work; truancy; or possession, selling, or being under the influence of drugs, or alcohol at school, or school related activities or in the community.

Section 4. Offenders of the school conduct code will receive written warning notification. A conference may be requested by either party (advisor/faculty council, or member). 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 indicating the reason for consideration of dismissal.
B. The member will be given the opportunity to respond to the charge(s) against them 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 Honor Society National Constitution). The member has the opportunity to present their defense either in person. 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 (pin and membership card/officer pin) to the adviser.
D. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
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.

Article XI: Ratification, Approval, and Review

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the principal.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

Article XII: Amendments

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal.

Approved on: **November 10, 2025** and to be re-evaluated, re-written, and voted on by the members of the National Honor Society in the school year 2030-2031.

Signatures/Names: Required school principal, faculty advisor, chapter president, and chapter secretary (at the time of approval).

Principal: _____

Faculty Advisor: _____

Chapter President: _____

Chapter Vice President: _____

Chapter Secretary: _____

Chapter Treasurer: _____

Appendix A: Faculty Council Directions and Candidate Information Forms Requirements

The candidate form should be reviewed by the faculty council, along with any other verifiable information about the candidates relevant to their candidacy. Please review the candidate information forms on your own before coming to a meeting to discuss candidates' acceptance or rejection from the Pullin Poynte Chapter.

Criteria to consider:

While the National Honor Society's pillar of scholarship has been demonstrated by candidates achieving a career GPA of a 3.9 or higher as required by our chapter's bylaws, candidates must also demonstrate character, leadership, and service.

A. Co-curricular activities/part time jobs would demonstrate character; in positive desirable qualities of behavior, cooperates by complying with all school policies and regulations and codes of school conduct, takes criticism willingly and accepts recommendations graciously, demonstrates the highest standards of honesty, academic integrity, and reliability, regularly exhibits courtesy, concern, and respect for others, complies with instructions and rules, and displays personal responsibility. **Candidates must complete a minimum of 10-hours for each co-curricular they list on their candidate information form, and provide a minimum of 3 co-curricular activities.**
B. Leadership positions would demonstrate resourcefulness in proposing new problems, applying principles, and making suggestions, demonstrates initiative in promoting school activities, exercises positive influence on peers in upholding school ideals and spirit, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, inspires positive behavior in others, demonstrates academic initiative, successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability, is a leader in the classroom, at work, or in other school or community activities, and is dependable in any responsibility accepted. **Candidates must complete a minimum of 8-hours for each leadership position they list on their candidate information form, and provide a minimum of 1 leadership position.**
C. Service would demonstrate a student going above the required amount by our school's graduation requirements. They volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance, works well with others and is willing to take on difficult or inconspicuous responsibilities, enthusiastically renders any requested service to the school, is willing to represent the class or school in interclass and interscholastic competition, does committee and staff work without complaint, participate in some activity outside of school, mentors in the community or students at other schools, and shows courtesy by assisting visitors, teachers, and students. **Candidates must complete a minimum of 10-hours of additional community service they have completed before filling out the candidate information form to show they have gone above the required amount of community service. These 10-hours have to be done without compensation, monetary, or otherwise.**
D. Awards would demonstrate character, leadership, and scholarship, depending on the award. **Candidates must provide a minimum of 1 award received.**

You, the Faculty Council, are encouraged to deliberate in order to guarantee that your decisions are based on accurate and complete understanding of all information presented for review by the candidate. With the vote on each candidate, those candidates receiving a majority vote of the faculty council will be invited to be inducted into the Pullin Poynte Chapter of National Honor Society at Winthrop High School.

To be inducted into the Winthrop High School Pullin Poynte Chapter of National Honor Society each candidate needs to receive a majority vote from you the Faculty Council. We will voice vote once you've reviewed the candidate information forms at a meeting held when all 6 of us can convene.

Appendix B: Candidate Appeals Process

The Pullin Poynte Chapter of the National Honor Society at Winthrop High School's official appeals process include:

- The candidate reaches out to the chapter advisor within 5 school days of being notified of their non-acceptance to the Pullin Poynte Chapter of the National Honor Society at Winthrop High School. At this time the chapter advisor will give the candidate the rationale for why the faculty council voted in descent of the candidate.
- After this the candidate can request to meet with the faculty council. At this meeting the following will occur:

1. The faculty council will provide their collective rationale for voting in descent of the candidate. The faculty council will then ask the candidate for a rationale why they should reconsider them to be a member. The faculty council may ask specific questions that correlate with why they originally voted in decent.
2. The candidate may then speak in their defense and must answer faculty council's questions.
3. The candidate will leave the room. Faculty council will discuss and vote using the voice vote tradition.
4. The candidate will re-enter the room and the faculty council will deliver if they have either (1) rejected the appeal, or sustaining the original judgement, or (2) an overturning of the faculty council's decision, resulting in the selection of the student in question.
<u>Parents in the appeals process</u>: Candidates who want to meet with the faculty council may bring a parent to their appeal. Parents are not a participating member of the appeal, they may not speak on behalf of their child to the faculty council. Parents may not be argumentative with the faculty council's decision and rational. The candidate is the only one allowed to speak for themselves at their appeal. Should a parent interject during the proceeding at any point, the appeal will be terminated and the original decision will stand.

Appendix C: Officer Requirements and Responsibilities

Officers are expected to embody the four core pillars of the National Honor Society; character, leadership, scholarship, and service. They have particular roles to fulfill to ensure Winthrop's chapter runs smoothly and efficiently.			
Position	**Description**	**Position Requirements**	**Induction Requirements**
President	The president of Winthrop High School's chapter of the National Honor Society is required to assist in presiding over the chapter's meetings, serve as the chapter's representative at any community and school function, and help coordinate, facilitate, proof read documents, and keep track of member's community service.	• Must be a second year members and top 5 in the class (if no member from the top 5 run for office, this position is then open up to all second year members) • Help with the running of the chapter • Offer guidance to other chapter member regarding quality community service • Help to collect and keep track of all member's community service • Be	• Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service • Receive president officer insignia at ceremony
VP	The VP of Winthrop High School's chapter of the National Honor Society is required to take the place of the president if there is an extenuating circumstance, help the advisor with any function planning, and help coordinate, facilitate, proof read documents, and keep track of member's community service.	• Must be a second year member • Help with the running of the chapter • Keep record of all leadership positions in the chapter • Help to collect and keep track of all member's community service	• Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service • Receive vice president officer insignia at ceremony
Secretary	The secretary of Winthrop High School's chapter of the National Honor Society is required to proof read any documents for the chapter, keep attendance records for chapter meetings, proof read documents, and are responsible for all chapter correspondence.	• Must be a second year members • Help with the running of the chapter • Proofread all documents for the chapter • Keep meeting and required event attendance • Responsible for all correspondence	• Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service • Receive secretary officer insignia at ceremony
Treasurer	The treasurer of Winthrop High School's chapter of the National Honor Society is required to collect and keep track of member's dues, keep a balance of expenditures, proof read documents, and help inventory to determine purchasing.	• Must be a second year member • Help with the running of the chapter • Collect, keep track, and be responsible for member's due's payments • Keep a register of the chapter's expenditures (what we spend money on) • Help with inventory to dictate buying and purchasing for the chapter	• Give a speech on one of the four pillars of the National Honor Society; character, leadership, scholarship, and service • Receive treasurer insignia at ceremony

Appendix D: Community Service Projects Matrix

Community Service Project Ideas Here at Winthrop High School, the Pullin Poynte Chapter of the National Honor Society strives for its members to complete quality community service, with the goal of better the community somehow. There needs to be a community the project helps (mission), and a vision and value for what you want to get done during your 30-hour community service project. You are responsible for reaching out and scheduling your community service with an adult supervisor. You are responsible for getting to your scheduled community service and be communicative with your supervisors about your role and responsibilities.			
Project Name	**Skills Needed**	**Description**	**Contact Person and Information**
Tutor at the ARC tutoring center at the high school, or helping with after-school tutoring at Winthrop Middle School, or with a teacher at the high school	• Well rounded in academic content, especially freshmen and sophomore classes • Be able to use G-suite effectively • Have ability to present information clearly • Have good organizational, writing, and test prep skills	Helping to run the operation of the ARC tutoring center at WHS. Students be paired with either an individual, or a group, to help them understand and access their class's curriculum. They will help them with assignments, projects, and/or preparing for exams.	• Mrs. Leslie leslie@winthrop.k12.ma.us, or the guidance suite (ARC) • Ms. Kostegan kostegan@winthrop.k12.ma.us, or room 324 (ARC) • For the middle school please coordinate with their main office, who will connect you with a grade team leader • For the high school tutoring with a teacher, please coordinate with that teacher
Tutoring EL students	• Well rounded in academic content, especially freshmen and sophomore classes • Be able to use G-suite effectively • Have ability to present information clearly • Have good organizational, writing, and test prep skills • Fluent in needed language	Like ARC tutoring center tutors at WHS, but with a special focus on assisting our school's ML community. Students will work with Ms. Moore and be paired with either an individual, or a group, of ML students to help them understand and access their class's curriculum, and further their mastery of English. They will help them with assignments, projects, and/or preparing for exams.	Ms. Moore cmoore@winthrop.k12.ma.us, or room 321
Winthrop Public School Clean Up	Physical ability to clean up outdoor and indoor spaces, and ability to travel to different cities.	Work with the school department's custodial staff to help with stadium, field, park, and playground clean up. Frequently our school and community's public ground need some help with graffiti, and trash, help out by lending a hand to clean up these spaces for the greater community to enjoy.	• Mr. Leary (head custodian at WHS) jleary@winthrop.k12.ma.us, or the custodian closet • Mr. Filipko (school operations manager) mfilipko@winthrop.k12.ma.us, or the custodian closet
Filming and broadcasting WHS sporting events and special events	• Be able to use digital video equipment effectively • Be able to operate video equipment and troubleshoot when necessary • Have transportation for away games	Work with the school's media department to film, and stream content from games, and special events at WHS	Mr. Donnelly bdonnelly@winthrop.k12.ma.us, or room 313
Shoveling and leaf clean up for the elderly	Physical ability to clean up and shovel outdoor spaces.	Work with the elderly community of Winthrop to help them clean up leaves in the fall and snow in the winter to avoid getting a citation from the town.	You can reach out to your neighbors, the Winthrop Council on Aging, or the senior center for advertising. Winthrop Council on Aging and Robert DeLeo Senior Center (617)846-8538
Companion for the Arbors	Ability to work with the elderly community, and coordinate activities (i.e. be a reader, do arts and crafts, run games) to help keep them company.	Work with the elderly residential community in Winthrop, to help organize either reading groups, crafts, or games.	Arbors Assisted Living Community (617)207-3009
Programing for Special Olympics	Ability to run and coordinate athletic activities for children and teens with special needs.	Help run the programming and coordinating of the Special Olympic of Massachusetts on specified pre-determined dates. This culminates in the main event, the actual special olympics.	Jim Fabiano, jfab52@gmail.com, or (617)970-4043
Companion at WINARC	Ability to work with the special needs community, and coordinate activities (i.e. be a reader, do arts and crafts, run games) to help keep them company.	Work with the special needs community in Winthrop to help organize either reading groups, crafts, or games.	winarc1@gmail.com
Food, Clothing, or Toy Drive	• Organization • Community Outreach • Location to run drive	Work with a chosen group (i.e. Project Bethlehem, Wounded Soldiers Project, a church, CASA) to organize and run a drive for a needed item (i.e. clothing, food, or toys).	You need to find and reach out to an organization
Please be aware you are responsible for communicating your availability to the adult who is supervising you, and working out a schedule with that adult. You and your supervising adult need to work out what your duties will be while you are serving your community service.			

Appendix E: Member Community Service Tracker

Per the Pullin Poynte Bylaws voted into effectiveness in January 2022, National Honor Society members are required to complete 30 hours of community service. You may complete these hours in a group (30 per person), or independently. You must complete and fill in this tracker completely to receive credit for this year's community service requirements.

You must select a project from a pregenerated list of community service projects that is provided to you on Google Classroom or click HERE. On this Google Sheet you also have a tab for expectations and responsibilities and directions on how to set up your community service hours.

Date ranges will not be accepted, each row should reflect 1 day of service, the hours you served, the organization you served, a description of the activities you did on that date, and that date must be signed off on to show the member's progression of service throughout the year (i.e. you may not have 1 row filled out with 30 hours served between September-April).

Due Date: May 1

Date	Number of Hours Served	Name of Organization	Signature of Supervisor