

# National Honor Society

## Middle Township High School Chapter By-Laws

The by-laws of the National Honor Society are a constitutional mandate (Article XVI). Therefore, be it known that these by-laws conform to the guidelines and regulation of the National Constitution of the National Honor Society of Secondary Schools.

### **Article I: Name and Purpose**

#### **Section 1.**

The name of this organization shall be the Middle Township High School Chapter of the National Honor Society of Middle Township High School.

#### **Section 2.**

The purpose of the organization shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, to be an active member of the school community and to encourage citizenship.

### **Article II: Powers**

#### **Section 1.**

This Chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this Chapter will maintain active affiliation with the national organization on an annual basis. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP, 1904 Association Drive, Reston, VA 22091).

#### **Section 2.**

The Chapter Advisor 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.

- a. The Principal shall annually appoint a Chapter Advisor and the Faculty Council who may serve consecutive terms.
- b. The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

#### **Section 4.**

Nondiscrimination: our Chapter of NHS 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. This policy of nondiscrimination applies to all practices, including the Chapter administration and the selection, discipline, and dismissal of members.

## **Article III: The Chapter Advisor**

### **Section 1.**

The Chapter Advisor shall be responsible for the direct, day-to-day supervision of the Chapter and act as liaison between faculty, administration, student, and community.

### **Section 2.**

The Chapter Advisor shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Advisor shall send the annual report to the national office (if required by the national office).

### **Section 3.**

The Chapter Advisor shall regularly review each member for compliance with Society standards and obligations.

### **Section 4.**

The Chapter Advisor shall help the Chapter Officers understand and carry out their duties.

## **Article IV: Faculty Council**

### **Section 1.**

The Faculty Council shall consist of five voting members appointed annually by the Principal. No Principal or Assistant Principal may be included on the Faculty Council. One alternate member may also be appointed in case of an original voting member's inability to fill the role.

### **Section 2.**

The Chapter Advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council.

### **Section 3.**

The Faculty Council shall be responsible for the selection of candidates for membership.

### **Section 4.**

The Faculty Council shall hear appeals in cases of dismissal.

### **Section 5.**

The Faculty Council shall meet at least once a year to select members and more often to consider dismissal, non-selection, and warning cases when necessary.

## **Article V: Membership**

### **Section 1.**

Membership 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.

### **Section 2.**

Candidates become members when inducted at a special annual ceremony.

**Section 3.** Membership in this Chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

**Section 4.**

A National Society member who transfers from another school and brings a letter from the former Principal or Chapter Advisor to the Middle Township High School Chapter Advisor shall be accepted automatically as a member in the Middle Township Chapter. Transfer members must meet the Chapter's standards within one semester in order to retain membership.

**Section 5.**

Members who resign or are dismissed are never again eligible for membership or its benefits.

**Article VI: Selection of Members**

**Section 1.**

Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the "Candidate Information Packet" for further consideration.
- c. The faculty shall be requested to evaluate Candidates that have submitted completed Candidate Information Packets, when contacted by the Advisor. Candidates must be in at least the first semester of eleventh grade at Middle Township High School. Candidates must have been in attendance at the school the equivalent of one full semester.
- d. The Faculty Council shall review the Candidate Information Packets and discipline records (where applicable) in order to determine membership.

**Section 2.**

- a. Candidates must have a weighted cumulative grade point average of at least a 3.3 (3.5 for candidates beginning in the Fall of 2019). For current eleventh grade students, a cumulative grade point average from ninth and tenth grades is required. For current twelfth grade students, a cumulative grade point average from ninth, tenth, and eleventh grades is required.
- b. Candidates must have a minimum of five community service hours from their ninth and tenth grade years (for current eleventh grade students) or from ninth, tenth, and eleventh grade (from current twelfth grade students). Beginning in the Fall of 2019, all candidates must have a minimum of ten community service hours to be considered for acceptance. It is preferred that students earn at least some of these community service hours in their freshman year.
- c. Candidates shall be evaluated on the basis of service, leadership, character, and participation within the school community. Eligible candidates will fill out a Candidate Information Packet in order to be considered for membership.

**Section 3.** The selection of active members shall be held once a year during the first semester of the school year.

**Section 4.**

The selection of each member to the Chapter shall be by a majority vote of the Faculty Council after reviewing all information concerning the candidate.

**Section 5.**

A description of the eligibility requirements shall be published in an official school publication which 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 the National Honor Society.

**Section 6.**

The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

**Article VII: Obligations of Members**

**Section 1.** Annual dues for this Chapter shall be \$20. Dues will be payable to the Chapter within 30 days of induction. No member will be excluded from this Chapter for inability to pay. However, it is the responsibility of the member to inform the Advisor if unable to pay.

**Section 2.** Members must complete 20 hours of community service per year of membership, 10 per semester. Documentation of these hours using the "Community Service Hours" form must be turned in to the advisor by the end of each semester. The specific due date for this form will be given by the Advisor, and for seniors, may be before the end of their final semester to ensure that they are in good standing before graduation. If any student is unable to complete 10 hours per semester, they must submit a request in writing to the advisor for additional time to complete their hours.

**Section 3.** Members must sign the Middle Township High School Honors Society Contract before being inducted into the National Honor Society. (see Honors Society Contract, attached).

**Section 4.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

**Section 5.** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

**Section 6.** Chapter members who are seniors in good standing shall be granted the **privilege** of wearing a special item depicting their membership at graduation, for example, an honor stole or a special tassel. Seniors must be in good standing, having fulfilled all of the obligations of membership, to receive this privilege.

## **Article VIII: 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 Middle Township High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing, maintain the highest standard of behavior, and take an active role in service and leadership to his/her school and community. The Faculty Council in compliance with the rules and regulation of the National Honor Society shall determine the procedure of dismissal.

### **Section 2.**

If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

### **Section 3.**

If a member fails to complete the 10 required service hours in a semester, and does not submit a written request for additional time before the end of the semester, he/she will be given a written warning and a reasonable time period for improvement. If the member's amount of service hours remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

### **Section 4.**

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, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

### **Section 5.**

Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, inappropriate online postings, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 6.** 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 7.**

In all cases of pending dismissal:

- a. The member will receive written notification from the Advisor/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a due process hearing before the Faculty Council prior to any vote on dismissal or other sanctions (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in

person or via a written statement presented in lieu of the face-to-face hearing. Following the due process hearing, the Faculty Council will then vote on sanctions or dismissal. A majority vote of the Faculty Council is needed to dismiss any member.

c. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

d. 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 to the Advisor.

e. The Faculty Council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.

f. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

g. The National Council and the NASSP shall hear no appeals in dismissal cases.

## **Article IX: Nomination and Election of Officers**

### **Section 1.**

There shall be six officers in this chapter.

### **Section 2.**

Officers shall be elected at either a regular meeting of the Middle Township High School National Honor Society Chapter, or at another time selected by the Chapter Advisor and the current officers. All returning members in good standing with the chapter are eligible to run for a position as an officer.

### **Section 3.**

Voting shall be by secret ballot. A simple majority vote shall be necessary to elect any officer of this chapter.

## **Article X: Officer Duties and Responsibilities**

### **Section 1.**

The Officers and their duties are as follows:

a. President - The President conducts the meetings, and serves as the official representative of the chapter at school and at community functions.

b. Vice President - The Vice President of the Board serves in the absence of the President; other duties as directed.

c. Secretary - The Secretary keeps the attendance for each meeting. He or she also records a summary of the meetings and attends to clerical duties.

d. Historian - The Historian is in charge of documenting all projects and activities of the NHS. The documentation should be done with pictures and written articles. The historian will also help update and

maintain any webpages or other media outlets.

e. Treasurer - The Treasurer is in charge of handling our NHS budget and approving expenditures. The treasurer also keeps track of total service hours.

f. Parliamentarian - The Parliamentarian is responsible for enforcing rules and following procedure during meetings.

## **Section 2.**

Members interested in running for office should inform the Chapter Advisor in the spring of their junior year.

## **Article XI: Executive Committee**

### **Section 1.**

The executive committee shall consist of the officers of the Chapter and the Chapter Advisor.

### **Section 2.**

The executive committee shall have a general supervision of the affairs of the Chapter between its business meetings, making recommendations to the Chapter, and planning regular meetings.

### **Section 3**

The executive committee shall have the responsibility for insuring that Chapter activities and procedures follow school policy and regulations

## **Article XII: Meetings**

### **Section 1.**

The chapter shall hold meetings when necessary for either procedural or informational purposes.

### **Section 2.**

Special meetings approved by the executive committee may be called by the Chapter Advisor.

### **Section 3.**

Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in the by-laws.

### **Section 4.**

Members are expected to attend all meetings, and to see the Chapter Advisor after any meeting that they have missed due to absence or academic obligations.

## **Article XIII: Activities**

### **Section 1.**

The Chapter shall determine one or more service projects for each year.

### **Section 2.**

All members shall regularly participate in service 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 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 a service project that reflects his or her particular talents and interest. This is in addition to the Chapter project(s) to which all members contribute.

### **Section 5.**

Each member shall complete 20 hours of service each year. 10 service hours must be completed during each semester. Community service hours sheets, detailing the specific service activities the individual student completed, must be turned in by the end of each semester to the Chapter Advisor. If the student is unable to complete 10 hours in one semester, he/she must submit a request in writing to the advisor for additional time to complete these hours.

### **Section 6.**

The Chapter shall publicize its projects in a positive manner.

## **Article XIV: Amendments**

The Faculty Council and the Principal must approve any recommended change. Upon approval of the recommended change, it will be reviewed and put to a vote by the Chapter membership. Two-thirds vote will establish a change. Sections dealing with revision to the procedures for selection, disciplining, and dismissal of a member, only the Faculty Council can change (with administrative approval), though input from the Chapter is allowed.

## **Article XV: 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 administration.

### **Section 2.**

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

Approved on Thursday, April 19, 2018, by the Middle Township Board of Education.



Article VI, Section 1, Letter d.: Amended September 2019 with approval from Administration and Faculty Council.