

Caldwell High School National Honor Society

Chapter Bylaws of the Caldwell High School Chapter of the National Honor Society

Adopted:

Article I: Name

The name of the chapter shall be the Caldwell High School National Honor Society.

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 the students of Caldwell High School.

Article III: Powers

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions

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 principal. (See Article V, Section 1 of the National Constitution.)

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, sex(gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and 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 and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 2. Membership in this chapter shall be known as active or graduate. Active members become graduate members at graduation and no longer have a voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class and must be enrolled in at least four classes at Caldwell High School.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Caldwell High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

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 appointed by the principal. The chapter advisor shall be the sixth, nonvoting, ex-officio member of the Faculty Council.

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

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- c. The faculty shall evaluate candidates determined to be scholastically eligible using the evaluation rubrics provided by the chapter advisor.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.
- 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. The National Council and NASSP have no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the NHS who transfers from Caldwell High School will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the NHS who transfers to Caldwell High School will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Article VI: 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.

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.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall forfeit the privilege of wearing the emblem of the chapter. This member may never again be considered for membership in National Honor Society.

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

Article VII: Officers

- Section 1. The officers of the chapter shall be president, vice president, secretary and treasurer.
- Section 2. Student officers shall be elected at the April meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.
- Section 3. Voting shall be by secret ballot. A majority vote is necessary to elect any officer of this chapter. If the first vote does not yield a majority vote, a second vote shall be taken of the two candidates receiving the highest numbers of votes.
- Section 4. It shall be the duty of the president to preside at the meetings of the chapter and to serve as the official representative of the chapter at school and community functions.
- Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
- Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
- Section 8. Officers and the faculty advisor(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 of the executive committee is subject to the review of the chapter members.

Article VIII: Meetings

- Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with the approval of the advisor.
- 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.

Article IX: Activities

- Section 1. The 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, and be well-planned, organized, and executed.
- Section 4. Each member shall have the additional responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and must be approved by the chapter adviser. The member must provide signed documentation of at least 40 hours of individual service per year.
- Section 5. The chapter shall publicize and promote its projects in a positive manner.

Article X. Discipline and Dismissal of Members

- Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Caldwell Chapter of National Honor Society. A member of the NHS is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community.
- Section 2. If a member's cumulative grade point average falls below 3.5, he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below the standard at the end of the warning period the student will be subject to further disciplinary actions by the Faculty Council that can include consideration of dismissal from the chapter.
- Section 3. Violations of the law or school regulations will result in immediate consideration of dismissal of a member (see Section 5). These violations include, but are not limited to DWI, stealing, bullying, (including cyber-bullying), fighting, destruction of property, cheating, truancy, or possession, selling, or being under the influence of any illegal substance including but not limited to drugs, alcohol and/or tobacco at school or school-related activities or in the community.
- Section 4. Offenders of the school conduct code (such as, but not limited to, use of profanity, failure to comply with school policies, unexcused absences, excessive tardiness, insubordination, bullying, including cyber-bullying, etc) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If student 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 advisor/Faculty Council indicating the reason for consideration of dismissal.
 - b. The member will be given the opportunity to respond to the charge(s) against him/her 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 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 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 to the advisor.
 - d. The Faculty Council's decision may be appealed to the building principal according to the 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 administration.

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 along with approval of the Faculty Council and administration provided notice of proposed amendment has been given 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 (selection and discipline).

Approved on: _____

Signatures: _____ President

_____ Secretary

_____ Advisor

_____ Principal

_____ Board of Education Representative

Proposed NHS Selection Process

This process will take effect in the 2012 – 2013 school year. Selection will take place in November. Juniors and Seniors are eligible. Career Center students are not eligible as the Career Center has its own honor society. PSEO students are eligible as long as they attend at least 4 classes at CHS. Full-time PSEO students are not eligible as there is an honorary available at the college.

- 1) Juniors and seniors with a GPA of 3.5 or better are eligible for consideration for membership in NHS.
- 2) Eligible students will be asked to complete the Candidate Information Form and return it to the school.
- 3) Copies will be made of the Candidate Information Form and given to each member of the faculty.
- 4) Teachers will use a 5-4-3-2-1 scale to evaluate each candidate based on leadership, service and character.
- 5) Teachers' scores will be totaled and averaged. The average benchmark will be 4.25 (not rounded).
- 6) For **automatic membership selection**, the student must have been evaluated by 85% of the faculty and must have earned 85% of the maximum number of points in each attribute (leadership, service, and character). This number is a 4.25 on a 5-point scale.
- 7) Any student who does not meet the criteria in item 6, may still be selected. The advisor will read the information from the student's information form, without mentioning the name, and the faculty council will evaluate the student on a 5-4-3-2-1 scale for each section of the form. The advisor will share previous scores from teacher evaluations in leadership, service and character as well as a summary of the results and any comments made. Council will evaluate the student in the area of Service, Leadership, and Overall Impression. Each category is worth 5 points. With a total of 75 possible points, a student must receive 85% or 64 points to be selected. Any student who does not receive the 64 points may be considered for membership the following year, provided he/she maintains the required GPA.
- 8) Any student who does not receive 75% of the maximum points in any attribute is automatically ineligible for selection. This number would be 3.75 on a 5-point scale. The student may be considered for membership the following year, provided he/she maintains the required GPA.
- 9) If student is not evaluated by 85% of the faculty, the student goes to the Faculty Council.
- 10) Any student who has a comment made by a teacher to explain a low score or classroom situation is automatically sent to Council. This takes precedence over any 'automatic' entry status.
- 11) There will be a Faculty Council of 5 teachers selected by the principal at the beginning of the school year.