

# Bylaws of the WHS Chapter of NHS

## ARTICLE I: Name

The name of this organization shall be the National Honor Society, Walpole Chapter.

## ARTICLE II: Purpose

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 all of the students of Walpole High School.

This chapter is governed by and adheres to the Constitution and By-Law of the NHS as defined by the National Honor Society of Secondary Schools. This chapter's by-laws are in addition to the Articles of the national organization's Constitution. This chapter adheres to all policies in the WHS Student-Parent Handbook.

## ARTICLE III: Powers

The local control of this organization shall be vested in a Faculty Council composed of five members of the school's faculty. These faculty members are appointed by the principal. They may and are encouraged to serve consecutive terms. Faculty members may not serve on the Faculty Council while they have family members in the high school. Each member of the Faculty Council has full vote power, with veto power and final approval given by the principal.

The NHS advisors are appointed by the principal and shall be responsible for the direct, day-to-day supervision of the chapter and shall act as liaison between faculty, administration, students and community. The advisors serve as non-voting members of the Faculty Council. In the event of a tie, the advisors cast the deciding vote.

## ARTICLE IV: Membership

Section 1. Membership in this organization is an honor and a privilege. Students shall be selected by the Faculty Council, and selection is based on the demonstration of outstanding scholarship, leadership, character 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 vote or voice in chapter affairs.

Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, 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 by signing a letter of acceptance, after which they will be inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to be nominated by the chapter to compete in the National Honor Society Scholarship Program.

Section 6. A National Honor Society member who transfers from another school and brings a letter from their formal principal or chapter advisor shall be accepted automatically as a member in this chapter. The transfer member must meet this chapter's standards within one semester in order to retain membership.

Section 7. Transfer students, who are not already members of the NHS, will be considered for membership per the national by-laws.

Section 8. Members who resign or are dismissed are never again eligible for membership or its benefits.

#### ARTICLE V: Selection

Section 1. To be eligible for membership the candidates must be members of the junior or senior class. Candidates must have been in attendance at the school for the equivalent of one semester. The Faculty Council may waive the semester regulation based on recommendations from the principals of the students' previous schools.

Section 2. Candidates must have a cumulative scholastic GPA that meets or exceeds the current minimum standard of a GPA of 3.6500 candidates shall also be evaluated on the basis of demonstrated service, leadership and character, as stated in the selection procedure. (Please note, the prior requirement of 3.40.000 was using the previous GPI system that was replaced during the 2009–2010 school year.)

Students who meet the scholastic criteria are invited to submit a Student Profile to the NHS Advisors. The Faculty Council reviews all profiles and offers membership to those students who demonstrate outstanding scholarship, leadership, character and service. Invitations are made to students who have completed five semesters and again after the completion of 6.5 semesters. (Spring of Junior year and following Fall Term senior year.)

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 4. A description of the selection procedure, approved by the Faculty Council, is published in the student handbook and is available to all faculty, students and parents.

For selection, students are required to present evidence of a tradition of service to the community completed during high school. Service should be a minimum of 20 hours, at least 2 hours per service project and a minimum of three different service projects. Service performed as a requirement for other organizations cannot be used. Hours that exceed required service hours for other organizations may be counted. Verification of service is required.

Students are required to present evidence of leadership in the community completed during high school. A minimum of 10 hours, at least 3 hours per project and a minimum of three different projects are required. Verification of leadership is required. (If necessary, 5 hours of leadership where service was also provided may be counted towards both service and leadership.)

Students are required to demonstrate good character. Adherence to school rules and policies, municipal ordinances or state/national laws is mandatory. Students must adhere to the WHS Chemical Health Policy. Participation in behavior in violation of school rules or community laws is grounds for non-acceptance. WHS conduct grades are one measure of good character that will be considered.

Section 5. Students who are not offered membership may appeal the decision of the Faculty Council, in writing, within seven days. The appeal must be addressed to the principal and a copy sent to the NHS advisors. All aspects of leadership, character, and service should be addressed in the appeal. The principal will review the appeal with the Faculty Council. There is no further appeal once the principal has reviewed the decision of the faculty council.

#### ARTICLE VI: Meetings

Section 1. NHS meetings shall be held monthly after school on a day agreed upon by the NHS advisors and the current NHS members. Members must sign in at every meeting and will be disciplined for not attending meetings. Unexcused absence at meetings requires additional service for that month. Habitual failure to attend will result in probation and/or dismissal.

Section 2. NHS meetings may be called when necessary by the NHS advisors or the NHS President.

Section 3. Meetings shall be conducted according to "Robert's Rules of Order, Newly Revised".

Section 4. The NHS officers shall run the meetings using a monthly agenda written by the president and approved by the NHS advisor.

#### ARTICLE VII: Duties and Responsibilities

Section 1. The NHS advisors are responsible for the following:

- a. The direct, day-to-day supervision of the chapter.
- b. To act as a liaison between faculty, administration, students and the community.
- c. To maintain and oversee membership files, chapter history, activities and financial transactions.
- d. To act as contact with the national office.
- e. To regularly review each member for compliance with NHS and WHS Chapter standards and obligations.
- f. To assist the chapter officers in carrying out their duties.
- g. Shall be ex-officio, non-voting sixth members of the Faculty Council.
- h. Shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.
- i. Supervise annual elections of chapter officers and determine whether special elections will be held to fill any vacancies that might occur during the school year.

Section 2. The Faculty Council's duties and responsibilities are as follows:

- a. Shall consist of five voting faculty members appointed annually by the principal.
- b. No principal or vice principal may be included. No faculty member with a family member in the high school may be included.
- c. The term shall be for one year, but members may serve consecutively.
- d. 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.
- e. To develop and revise the bylaws for the chapter as necessary.
- f. To award honorary memberships in recognition of the achievement or outstanding service rendered to the school.

Section 3. The officers' duties and responsibilities are as follows:

- a. General supervision of the affairs of the chapter including monthly meetings.
- b. Make recommendations to the chapter and or the advisor.
- c. Be responsible for ensuring that the chapter activities and procedures follow

school policy and regulations.

d. The president shall create the monthly meeting agenda with advisor approval, and shall be directly responsible for the running of the monthly meeting.

e. The first and second vice president shall assist the president at the chapter meetings, serve as president in the president's absence, and take attendance at the meetings. The vice presidents collect and record service logs each meeting.

f. The secretary shall assist the other officers and the advisors as necessary. The secretary shall be responsible for record keeping of the following: monthly meeting agendas, and highlights of each meeting.

g. The historian records the activities of the chapter and prepares a visual record of the year to be shown at induction.

h. All officers shall work together as a unit to assist in the daily operation of this chapter.

i. Any officers who are placed upon probation must resign their office.

Section 4. The members' duties and responsibilities are as follows:

a. Be responsible for demonstrating on a daily basis outstanding scholarship, leadership, character and service.

b. Candidates become members when inducted at a special ceremony.

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

d. Uphold the signed behavior code as outlined in the WHS Handbook, Chemical Health Policy, the NHS Constitution and By-laws, the WHS Chapter By-laws, community, state and federal ordinances and laws.

e. Participate in fundraising for the chapter.

f. Participate in service projects as follows-

1. Students must participate in three chapter or committee service projects every two months.

2. Each year the student must complete one individual long term service project. This project will be pre-approved by the NHS Advisors and will be done throughout the school year. A minimum of 2 hours per month must be spent on this project.

3. Students are also expected to fulfill any service required of NHS by the high school. (This may be part of or in addition to the three chapter or committee service projects.)

g. Students are required to demonstrate good character. Adherence to school rules and policies, municipal ordinances or state/national laws is important. Behavior in violation of school rules, community ordinances or state/national laws is grounds for discipline, dismissal or probation. Students must adhere to the WHS Chemical Health Policy.

h. Students are required to maintain the academic standard under which they were admitted. Students who fall below that standard will be placed on

automatic academic probation for one term. Students who fail to raise their grades are subject to dismissal.

#### ARTICLE VIII: Election of Officers

Section 1. Officers shall be elected as soon as possible after the membership induction ceremony. Officers serve for one school year.

Section 2. Any interested member may run for office. Members may not run for more than one office unless necessary to fulfill a vacancy.

Section 3. NHS members will vote for one candidate for each office by secret ballot.

Section 4. In the case of a tie, members will be asked to vote a second time.

Section 5. A majority vote of the chapter may remove an officer from his/her office only after the officer has been warned and been told of the circumstances for the warning.

Section 6. Vacancies of office shall be filled by a majority vote of all members of the Chapter. Vacancies may not be filled if the vacancy occurs near the end of the school year.

#### ARTICLE IX: Bylaws

Section 1. The chapter bylaws and amendments shall be written and approved by the Faculty Council. A majority vote is required for all amendments and the initial approval of all NHS documents. The principal and members shall also approve the bylaws and any amendments. Students are required to sign the chapter bylaws.

Section 2. The bylaws must be consistent with the national constitution.

Section 3. Copies of the by-laws and the selection and dismissal procedures shall be available for review by interested students, faculty and parents in the main office and the guidance department.

#### ARTICLE X: Amendments

Section 1. These bylaws may be amended by a majority vote of the Faculty Council with principal's approval.

Section 2. Amendments shall be marked as such, added to the appropriate section and dated.

