

Wahoo High School National Honor Society Chapter Bylaws
(Updated 5/1/13)

ARTICLE I Foundation

Section 1. Name

The name of the organization shall be the Wahoo High School National Honor Society.

Section 2. Motto

The motto of the National Honor Society shall be *Noblesse Oblige*. “Nobility Obligates”

Section 3. Colors

The official colors of the National Honor Society shall be blue and gold.

Section 4. 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 the students of secondary schools.

Section 5. Mission

To foster superior scholarship and leadership; to contribute time and talents to school and community through service and leadership; to provide and model a high standard of behavior which actively seeks truth and proves strength of character.

ARTICLE II Powers Vested in the Organization

Section 1. Sponsorship and Supervision

The chapter shall be under the supervision of the Principal of Wahoo High School who will appoint a Adviser for the chapter each year who will over see the day-to-day operations of the organization.

Section 2. Adviser

The Adviser will be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, and community and shall be an ex-officio, non-voting member of the Faculty Council. The NHS Adviser shall also provide information to the Faculty Council regarding chapter matters as requested.

Section 2. Faculty Council

The Faculty Council shall consist of five members appointed by the Principal. Members will be appointed for a two year period, but may extend to consecutive years. Five members shall constitute a quorum of the Faculty Council.

Section 3. Control of the Organization

The control of this organization shall be vested in the NHS Adviser, Faculty Council and Principal. The Principal has the right to veto any action taken by the Faculty Council and/or Chapter Adviser.

ARTICLE III Definition of Membership for the Group

Section 1. Kinds of Membership

Membership shall be known as active, honorary, and graduate.

Section 2. Active Members

Membership in the local chapter is an honor bestowed upon a Junior or Senior. Selection for membership is by a Teacher Ballot and recommendation of the NHS Faculty Council. It is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. National Honor Society members who transfer to another school and bring a letter from the former Principal or chapter Adviser to the new school Adviser shall be accepted automatically as a member in the new school’s chapter. Transfer members must meet the new chapter’s standards within one semester in order to retain membership.

Section 3. Honorary Members

The Faculty Council shall reserve the right to award honorary membership to school officials, Principals, teachers, NHS Advisers, 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. A Teacher Ballot may be used to gather information to aid in determining the student’s qualifications for honorary membership.

Section 4. Graduate Members

Active members shall be come graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

ARTICLE IV Membership Selection Criteria and Standards of Conduct for Members

Section 1. Source

Standards of Conduct for Wahoo National Honor Society Members will follow the *National Honor Society Handbook*, 16th Edition, and additional bylaws will apply solely to the membership of the Wahoo High School Chapter.

Section 2. Scholarship

Modeling and maintaining high scholastic standards is a primary goal of the National Honor Society. Students who fail to meet or model high scholastic standards will be subject to the following rules:

1. Students will not be a party to cheating or plagiarism. Cheating and plagiarism violates NHS standards for Scholarship, Character and Leadership. If a NHS student cheats, aids others in cheating or plagiarizes, this will be grounds for dismissal from the Chapter. The NHS Faculty Council will have a hearing and recommend a course of action to the Principal.
2. New members must meet the following basic scholarship requirement of a non-weighted GPA of 3.50.
3. Current NHS members are expected to maintain a semester non-weighted GPA of 3.50 and/or weighted GPA of 3.75.
 - a. Students who do not meet this requirement will be put on academic probation for one quarter. As a result of academic probation, the student will have the option to schedule set times to be tutored by NHS members for that quarter.
 - b. If by the end of the first quarter of academic probation, the student's non-weighted GPA is not a 3.50 and/or weighted GPA of 3.75, that student will be put on academic probation for a second quarter. As a result of academic probation, the student and parent will meet with the Adviser for a conference regarding academic problems and how to remedy them.
 - c. If after the second quarter of academic probation, the student's non-weighted GPA is not a 3.50 and/or weighted GPA of 3.75, The NHS Adviser will refer the student and parent to a hearing with the Faculty Council. The Faculty Council will have a hearing then recommend a course of action to the Principal.

Section 3. Leadership

NHS members are to provide leadership by adhering to, modeling, and actively encouraging all students to adhere to civil laws, and the rules written in the Student Handbook. Students who fail to meet or model high leadership standards will be subject to the following rules.

1. Students found not following the rules in the Student Handbook will be reported to school officials with natural consequences following per the Student Handbook.
2. Students will be subject to dismissal from NHS as a further repercussion of any incident in violation of the Student Handbook. A hearing may be called with the NHS Faculty Council who will offer its recommendation, which may result in a call for discipline (i.e., from serving additional service hours to dismissal from the Chapter) to the Principal regarding an incident.
3. Officers may be subject to removal if their behavior falls below the NHS standard. In which case, members will nominate and vote for a member to take that office.

NHS members are expected to volunteer for positions of leadership in school, in the community and support one another in fulfilling each other's service responsibilities.

1. NHS members will fulfill their leadership duties in a timely and conscientious manner.
2. NHS members are to support each other as a team.
3. Members are expected to ask for and/or offer their support to the member having difficulty in order for the member to complete his/her leadership duties.
4. Any negative reports regarding a student's leadership and fulfilling his/her responsibility will be investigated and if found to be true, will result in the disciplinary action being taken in accordance with the NHS Constitution and/or the Student Handbook.
5. The NHS member having difficulty with leadership may request a meeting with the NHS Adviser to discuss leadership options and styles in order to provide more positive and effective leadership.
6. NHS members are to encourage and show support of non-NHS members providing positive leadership. NHS members model positive options or behaviors when around their peers who may intentionally, or unintentionally, be providing negative behaviors.

Section 4. Service

NHS members are expected to volunteer in school and in the community and support one another's activities. Members are expected to complete the following each year as part of its service duties.

1. A minimum of service activity involving all members (i.e., Freshman Orientation, Blood Drive, other activities organized by the chapter). The chapter shall determine one or more community service projects each semester. 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; and, be well planned, organized, and executed.

2. In addition to NHS community projects, each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. Members shall complete a minimum of 8 hours of service each semester either in individual or club community service projects.
3. Members must document this service with dates/times, hours served, and an adult supervisor's signature. NHS members will provide the Secretary with documentation of the activity. The Secretary will maintain these records in a central location within the school with approval from the Adviser.

Section 5. Character

Character is a very important component of membership in National Honor Society. NHS members should exhibit integrity, good citizenship and support laws, rules, and regulations by modeling them.

1. Character is reflected in behavior, so positive behavior is expected of NHS members.
2. NHS members are expected to be truthful and foster integrity in all their endeavors, in school, at home, and in the community.
3. Once made a NHS member, NHS students who are found to be in violation of civil laws may result in their dismissal from National Honor Society.
4. NHS members must adhere to a strict code of conduct in obeying local, state, and federal law, especially in regard to tobacco, alcohol or drug use. Students who have violated civil laws may not qualify for NHS membership. I.e., Any NHS member who violates any serious traffic (endangerment of life, etc.) or non-traffic laws (i.e., prohibited use of drugs, alcohol, tobacco, fighting, etc.) will result in dismissal from the Chapter.
5. NHS members are expected to show respect to faculty, and authorities, on-campus and in the community at all times.
6. Unacceptable behavior on or off campus will not be tolerated. School behavior is addressed in the Student Handbook.

If NHS members are reported for negative behavior or violating civil laws, action will be taken in accordance with the *National Honor Society Handbook*, 16th Edition. The following steps will be taken.

1. The information will be reviewed by the Adviser who will inform the Principal and Faculty Council of the concern and whether it has any merit for a hearing.
2. The Principal or the NHS Adviser will notify the student of the offense and the referred to the NHS Faculty Council.
3. The NHS student, or nominee, may exercise "due process" and request a hearing of the NHS Faculty Council.
4. If a hearing is requested, the Faculty Council will meet at a time and place convenient to the Faculty Council and student and his/her parents.
5. The Faculty Council will conduct the hearing and provide verbal and/or written recommendation to the Principal.
6. The Principal may veto the recommendation and determine another course of action. The Principal, or he/she may designate the Adviser, to notify the student of the result.

ARTICLE V Membership and Attendance

Section 1. Meeting Time and Location

Members will meet monthly during Activity Day to discuss business, unless another day and time is specified or a special meeting is called. The meeting location shall take place in a space that meets the needs of the group and Adviser. The chapter president or other designated student leader may call special meetings approved by the Adviser and/or Principal.

Section 2. Attendance Expectations

In order to achieve our goals in a timely manner, members are expected to attend every meeting and have the responsibility for attendance and support of an activity. Attendance is a very important characteristic for students to show especially in regard to service. Members are expected to attend mandatory meetings and events. If a member cannot be in attendance, the member is to inform the Adviser. Prior communication to the NHS Adviser is required for all absences from meetings other than illness or excused absences.

Section 3. Attendance Monitoring

The NHS Secretary will monitor and track attendance.

Section 4. Discipline for Membership Problems

Members with repeated attendance problems will be referred to the Adviser; so additional service hours may be required of the member. Repeated issues with attendance at meetings will result in additional service hours being required from the member who has missed meetings.

ARTICLE VI Candidate for Membership Selection Process

Section 1. Eligibility

To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Many students, including students of military parents, are required to move with parents or guardian who have transferred in their work. In the case of students who have moved in to the school, the present school Principal should seek a recommendation from the previous school Principal pursuant to the candidate's selection. Based on the recommendation of the previous Principal, the Faculty Council may waive the semester regulation. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 2. Application Process

Candidates meeting the initial requirement of scholarship (cumulative non-weighted GPA of at least a 3.50 on a 4.0 scale) will be sent a letter inviting them to complete the application and other required pieces to be considered for membership. The required documentation includes the typed candidate application with signatures of the candidate and his/her parent/guardian and two teacher letters of recommendation and an optional two letters of personal recommendation from adults other than parents or family members. Candidates have the choice to respond to the invitation. Late materials will not be considered and candidates not responding will be eliminated from the candidate process.

Section 3. Faculty Council Chair

The Faculty Council will nominate a Chair who will monitor the council's review of the candidates' documentation. The Chair will moderate the interview process and inform the Principal and/or Chapter Adviser of the students recommend to NHS and list reasons for those who were not recommended so the Principal and/or Adviser may advise those students and their parent/guardians.

Section 4. Selection Criteria

Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of Faculty Council members with recommendation from the teacher ballot. The Faculty Council will be responsible for recommending individual members for the local chapter. The Principal may review the judgment and retains the authority to veto the Faculty Council's recommendations.

Section 5. Records Requests

The Faculty Council may request attendance and disciplinary records for candidates that will be used in the review process, and any information or comments from faculty regarding the candidates.

Section 6. Teacher Ballots

The NHS Adviser will give a ballot listing the potential candidates to the faculty. The faculty will rate the candidates on a 1-4 scale as listed on the ballot. The NHS Adviser will forward the ballots to the Faculty Council along with the average scored by each candidate. Any candidate scoring less than a 2.0 average will no longer be considered for membership. The ballots will be reviewed for ratings and comments by the Faculty Council.

Section 7. Notification of Selection

Once the candidates have been selected, NHS members will tap them publically and a letter of congratulation and a letter of invitation with RSVP will be sent to the candidates. Candidates have until the stated deadline to respond to the invitation. If a candidate chooses not to join NHS, then his/her candidacy will be voided for that school year. However, if the candidate would qualify in later school years, s/he would be eligible to repeat the process.

Section 8. Notification of Non-Selection

Persons not selected have a right to be told the reasons they failed to qualify. A letter stating this right will be sent by the Adviser to those people who weren't selected. It is the responsibility of the non-selectee to make an appointment to review the reasons.

Section 9. Installation

Candidates will be inducted at a formal candlelight ceremony within 3-6 weeks after the process has been completed barring any unforeseen circumstances. Candidates who are unable to attend the induction ceremony will meet with the Adviser and NHS officers who will have the candidate state the NHS pledge.

ARTICLE VII Executive Committee

Section 1. Purpose

The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the Executive Committee shall be subject to the review of the chapter membership. The leadership committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section 2. Positions

The following shall be the positions on the NHS Executive Committee: President, Vice President, Secretary, Treasurer, and Educational Programs Coordinator.

Section 3. Responsibilities

1. President: The president shall be responsible for the overall business of NHS and may delegate the responsibilities as s/he sees fit according to members' attributes and abilities. S/he will Preside over the meetings, unless s/he is absent, then the VP will preside. As the need arises, the President may request or appoint volunteers for committees. The President or his/her designate shall sit on all committees.
2. Vice-President: The Vice-President (VP) will support the president in whatever manner is necessary to ensure meetings or activities are run well. When the president is absent, the VP will preside over activities. The VP will be charged with creating publicity for the society.
3. Secretary: The Secretary will maintain all meeting minutes, attendance, service hours, history and documentation concerning the society and its members.
4. Treasurer: The Treasurer will be responsible for maintaining accurate records of the organization's finances and report those finances to the membership at its monthly meeting. The Treasurer is also responsible for planning and facilitating fundraising for the organization.
5. Educational Programs Coordinator: The Educational Programs Coordinator shall be responsible for organizing educational opportunities for the students of Wahoo Public Schools through the knowledge and services of NHS members. These opportunities may include but are not limited to, organizing tutoring opportunities for students and planning transitional programs for 8th grade students.

Section 4. Executive Meeting Times

The Leadership Committee will meet at least once prior to any membership meeting to discuss the agenda with the Adviser.

Section 5. Selection

Members who are interested in serving as an NHS Officer may obtain an application from the Adviser of the organization any time after March 1. After they have completed their platform statement, the candidate should return the form to the Adviser. The statements from all candidates will then be compiled into a ballot. Members will vote during the April meeting and the top 5 candidates in terms of number of votes will be elected to the executive committee. Specific offices will be determined by the choice of the candidates based on the number of votes each candidate received.

Section 6. Installation

Officers will be installed in a ceremony during the May membership meeting.

Section 7. Removal from Office

An officer found to be in repeated or flagrant violation of NHS standards will be subject to disciplinary action and/or dismissal proceedings according to the National Honor Society Handbook and local bylaws. Should an officer be unable to complete his/her term of office, or be found in serious violation of NHS standards and removed from office, a new officer will be nominated and elected by majority vote of the members.

ARTICLE VIII National Scholarships

Section 1. Eligibility

Seniors in good standing are eligible to be nominated by the chapter to compete in the National Honor Society Scholarship Program, if dues are paid annually.

Section 2. Selection

According to the guidelines of the National Honor Society Scholarship Program, the Adviser may submit two students' names for consideration for a scholarship. These two students will be chosen by the Faculty Council through an application process. These students will be chosen in the fall and will be responsible for submitting their application for national consideration.

Article IX Definition of Rules of Order and Reference for Conducting Society Business

Section 1. Meeting Outline

The meetings will follow the basic outline of *Robert's Rules of Orders*. In addition, members may refer to the *National Honor Society Handbook*, and the local bylaws in defining rules and/or conducting society business.

Section 2. Member Education

All members will be given a copy of the "10 Norms of a National Honor Society Meeting at Wahoo High School" which will help guide members toward participating in efficient and effective meetings.

Article X Disciplinary Action Proceedings

Section 1. Adviser Actions in Minor Infractions

Any student in violation of National Honor Society rules or values may be subject to disciplinary action by the Adviser. Minor disciplinary measures may include some form of reparation or remedy on the part of the student. The Adviser may issue: a verbal warning; a conference with the student; a conference with the student and parent; a written warning by letter to the student and a copy to the parent/guardian of the student; an email to the parent/guardian with a copy given to the student; or, a combination of the above.

Section 2. Faculty and Staff Actions in Minor Infractions

Due to the honor and prestige given to NHS members in the school and community, the Principal, faculty and members of the Faculty Council may verbally remind members of NHS rules who are in violation of NHS standards. Staff may also refer concerns to the NHS Adviser, members of the Faculty Council and/or the Principal, who will, in turn, address the issue with the NHS member.

Section 3. Determination of Necessary Disciplinary Action

The Principal, Adviser, and/or the Faculty Council may determine disciplinary action as is needed. For repeated, flagrant, or serious behavior issues, faculty and staff may report information to the Adviser who in turn will review the information and determine a course of action. The Adviser will notify the member and his/her parent/guardian of serious concerns.

Section 4. Conference

A conference may be required with the student/parent/Adviser. It is preferred that the conference be in person, but phone conversations may be used in lieu of the face-to-face conference. The Adviser will document the conversation and outcome.

Section 5. Hearing

The Faculty Council will convene if any hearing is required and will pass on their recommendation to the Principal.

Section 6. Appeal

NHS members may appeal to the Principal as a final measure in any disciplinary concern or action.

Article XI Dismissal

Section 1. Publication of Procedure

The Faculty Council in compliance with the rules and regulations of the Nation Honor Society shall determine the procedure for dismissal. A written description for the dismissal procedure shall be available to interested parties.

Section 2. Reasons for Dismissal

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter Adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws, in which a member does not have to be warned. Members found to be in violation of school rules or civic laws will bear the consequences of the violation of these laws. In cases of violation of civic laws, the use of alcohol, drugs or tobacco is a serious matter in which dismissal will be considered.

Section 3. Members Right to a Hearing

In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 4. Majority Vote

For purposes of dismissal, a majority vote of the Faculty Council is required with the recommendation given to the Principal.

Section 5. Right to Appeal

In cases of repeated or flagrant behavior issues that result in the Faculty Council favoring the dismissal of the member, the member may appeal to the Principal for a hearing. The results of the Principal hearing will be final. A member who has been dismissed may appeal the decisions of the Faculty Council or Principal under the same rules for disciplinary appeals in the school district.

Section 6. NHS Items

Any member who resigns or is dismissed shall return NHS materials (medal, T-shirt, etc.) to the Adviser.

Article XII Amending Bylaws

Section 1. Scheduled Revisions

The members will review the bylaws each year. The Adviser, Principal, and/or Faculty Council may request a review of the bylaws and offer changes due to deficiencies, or a need for the bylaws to be amended due to special circumstances.

Section 2. Rewrites

If members determine that changes should be made to the bylaws, then the executive committee will work on and offer rewrites.

Section 3. Passing Amendments

Bylaws that need to be amended will be done so by a majority vote of the members or by an affirmative vote of the five members of the Faculty Council

Section 4. Acknowledgement by Members

Once the bylaws have been amended, the new bylaws will be read at the next NHS meeting, and all members will receive a copy. After the bylaws have been read, members will sign noting they will uphold the bylaws.

**Wahoo High School National Honor Society Bylaws
Attachment 1**

NHS MEMBER’S ACKNOWLEDGEMENT AND UNDERSTANDING OF THESE WRITTEN BYLAWS

I, _____, hereby have read, understand and will fully support and follow the bylaws as stated above, and any additional written guidelines (i.e., NHS Constitution, Student Handbook and/or in National *Honor Society Handbook*, 16th Edition).

NHS Member Signature

Date Signed

NHS Adviser Initials

Date Received

Wahoo High School National Honor Society Bylaws
Attachment 2

10 NORMS OF A NATIONAL HONOR SOCIETY MEETING AT WAHOO HIGH SCHOOL

1. All members must sign in at each event in order to be considered present.
2. When a member wishes to speak at a meeting, they must raise their hand and wait to be recognized by the leader of the meeting. If a member does not do so continually, they may be asked to leave the meeting.
3. Members are expected to listen to whomever has the floor and show them respect.
4. Members should always check near the entrance/exit before and after meetings for agendas, sign-ups, or other important notices.
5. Any member may make a suggestion, or motion by stating, "I move that. . ." followed by whatever they want to state.
6. Motions will be open for debate between all members and motions can be amended, or changed at this time.
7. After a period of debate, motions will be voted on.
8. Votes will be taken verbally. If a vote is close, then the vote may be retaken by a show of hands. Any member or the Adviser may request for a vote to be taken by a show of hands.
9. During meetings, members should not engage in side conversations so as not to distract from the meeting or show disrespect to any speaker.
10. If there is something that you would like to discuss or to have brought up at an NHS meeting, please let someone on the Executive Committee or the Adviser know in advance.