



# CANASTOTA HIGH SCHOOL NATIONAL HONOR SOCIETY BYLAWS

Amended 9/2017



- Note:** These laws are written to amplify sections of the Constitution of the National Honor Society, to be consistent with the Constitution, and shall in no way impinge upon or seek to supersede the authority of the National Constitution.
- MOTTO:** "Noblesse Oblige" (Nobility Obligates ~ Those of high rank have the obligation to behave honorably, generously, and responsibly to others.)
- GOAL:** To work together to enhance the community.
- 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 I OFFICERS

### A. Election of officers:

Five officers shall be chosen: President, Vice President, Treasurer, Secretary and Historian, by the current sophomores and juniors at the end of each school year. We will take nominations from the floor and vote by ballot.

### B. Duties of Officers:

#### President

- Shall meet with the adviser(s) to determine the need for and plan the agenda for meetings, chair the meeting.
- Be the master of ceremonies at the induction ceremony.
- Shall participate in planning and implementation of any service project that the membership decides upon.

#### Vice President

- Shall aid the President and work with the adviser(s).
- Shall fulfill any of the duties that the President may be unable to fulfill during the course of a meeting.

#### Secretary

- Shall take the minutes of the meetings and submit minutes to be posted on webpage.
- Shall be in charge of correspondence that must be sent out and lists of projects that must be maintained.
- Shall also take attendance at each meeting.

### Treasurer

- Shall be responsible for money taken in during fund raisers.
- Shall cosign purchase orders and check requests from the account, as necessary.

### Historian:

- Shall keep a written and photographic record of all group projects and events throughout the school year. If the historian is not available to fulfill his/her duties he/she shall designate a replacement for that event.
- Shall aid the advisers in maintaining webpage.

In the event that neither the President nor the Vice President is able to attend a meeting, the Secretary, Treasurer or Historian, in that order, would conduct that meeting.

In a situation where an officer is dismissed from Honor Society, an election shall be held to fill the vacant post. All eligible members will vote in this election. Should the president's position become vacant, the vice-president shall fill the president's position.

## Section II Meetings

- A. Meetings shall be conducted according to *Robert's Rules of Order*
- B. The frequency of meeting will depend upon activities being undertaken by the Chapter, and will be called as often as the adviser(s) and President deem necessary. Generally, meetings will be held once a month.
- C. Meeting attendance is mandatory and members must inform the chapter adviser(s) when an absence is necessary.

## Section III Student Membership

Membership in the National Honor Society is both an honor and a responsibility.

- A. Eligibility: To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) that are eligible and may not be from the freshmen class. Candidates must have been in attendance at Canastota High School the equivalent of at least one semester. Students may not apply for membership in the National Honor Society without being invited, signifying that they have met the academic requirements.

B. Grade Calculation for qualification of new applicants:

In September, high school cumulative grade point averages (GPA's) of all non-members, grades 10-12, are reviewed. Honor Society GPA calculation will not include Regents Exam grades, but will include local final exams. To qualify to apply, a student must have a minimum cumulative GPA of 89.5 for all courses from 9<sup>th</sup> grade on.

C. Notification of Eligibility:

Each fall, candidates and their parents will receive letters stating eligibility. Eligible applicants will be given two weeks to complete their applications. When eligibility notices are given out, there will be an informational meeting in which the application process is explained and an exemplary application is shown to the students. An application review deadline will be set for three days before the due date. Before the application review deadline, students may bring their application to an adviser for review and feedback. All applications are due by the stated due date.

D. Selection of New Applicants:

Candidates, in addition to being academically eligible, must also be eligible according to service, leadership and character, characteristics designated by the Faculty Council in conjunction with guidelines provided in the NHS Constitution. The Faculty Council shall convene to review applications, looking for complete applications and satisfactory evidence of applicant's community service, leadership and involvement in school activities. The student must include a satisfactory essay and demonstrate that a sufficient amount of effort was put into their application. Incomplete or late applications will not be accepted, nor will applications without proper signatures for community service.

A student with a disability may request a meeting to modify application criteria where applicable, in order to provide reasonable accommodation regarding the disability.

E. Notification of Selection:

Candidates and Parent(s) shall receive notice of selection or non-selection following the Faculty Council's decision. In cases of non-selection the letter shall offer the opportunity for the student to meet with a council member to discuss ways to improve the application if the student should again qualify for membership in a subsequent year.

F. Appeals: See Section VIII

## Section IV Obligation of Members

- A. Members are expected to attend (or be legally excused from) all meetings. The adviser(s) will determine the legality of all excuses.
- B. Members shall maintain the specified minimum academic requirements. This means having an overall grade point average (GPA) of 89.5 or higher.
  - Academic progress shall be monitored during the school year as marking period averages.
  - Each member's cumulative GPA, including final exams, shall be re-calculated as needed to determine ongoing eligibility.
  - Though not included in their GPA, members are encouraged to achieve mastery level on their Regents Exams.
- C. All members shall participate in the service project(s) determined by the chapter.
- D. Each member will be required to choose and participate in an individual service project, which reflects his or her particular talents and interests. Each member must accumulate a minimum of 25 hours of service per year. This is in addition to the chapter projects to which all members contribute. These services must be done to benefit others without any direct financial or material compensation to the individual performing the service. Service hours accumulated during the summer may be applied to the following school year. Members are encouraged to complete service for non-family members.
- E. Service Documentation:

Each member is required to submit a Service Project Verification Form. This is a spread sheet requiring exact dates for each service and signatures of individual(s) supervising service. This form, with signatures, is due May 31 of each school year.
- F. All members shall be expected to uphold the standards of the National Honor Society as set forth by the Constitution.
- G. All members are expected to participate in fund raising events.
- H. A student with a disability may request a meeting to modify membership criteria where applicable, in order to provide reasonable accommodation regarding the disability.

## Section V Projects

- A. It is the philosophy of this chapter that we are primarily service oriented and therefore service will guide us as we choose our yearly chapter projects.
- B. Both chapter and individual projects shall be under the supervision of the chapter advisor(s).
- C. The projects must fulfill a need within the school or community.

## Section VI Executive Committee

- A. Membership shall consist of the officers and chapter advisor(s).
- B. Duties: Will be in accordance will Article XII, Sections 2 and 3 of the NHS Constitution.

## Section VII Dismissal Procedures

*Determined by the Faculty Council in compliance with Articles VII, X and XV of the NHS Constitution*

The Faculty Council adopts this procedure to ensure that NHS members maintain the high standards set forth in these bylaws and that an NHS member facing dismissal is given an appropriate opportunity to provide information that may assist the Faculty Council with its decision. While the following document shall serve as a procedure guideline for dismissal, The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. (NHS Constitution Article X, Section 3)

- A. Procedure for Academic Violations (members must maintain a GPA above 89.5)
  - Marking Period Warnings: A letter of warning will be sent to student and parents by advisors. This letter will state the policy: if the overall GPA falls below 89.5, the member may be dismissed.
  - First Violation: If overall GPA drops below 89.5, a letter will be sent to the student and parents requesting that the student meet with the Faculty Council to discuss the academic difficulties they are encountering. At this meeting the student should be prepared to speak. The student will be put on weekly progress reports and some privileges revoked.
  - Second violation: Possible dismissal
- B. Procedure for Character Violations
  - A letter will be sent to the student requesting a meeting with the Faculty Council to discuss the student's actions. At this meeting the student should be prepared to speak.
  - Members determined by Faculty Council not to be upholding the character requirement of NHS will be dismissed.
  - Pursuant with Article X, section 2: A member "*in flagrant violation of school rules or the law does not necessarily have to be warned*" before being dismissed by the Faculty Council.

### C. Procedure for Community Service Violations

- Members failing to submit Community Service Verification Reports by specified due dates shall be sent a warning letter and given an alternate due date.
- Members not submitting reports by this new due date shall be called before the Faculty Council. At this meeting the student should be prepared to speak. The student will have privileges revoked and be warned of possible dismissal if community service is not fulfilled.
- Failure to submit the next Community Service Verification Report on time, demonstrating completion of hours required, may result in dismissal.

### D. Meeting with the Faculty Council

- If the Faculty Council determines that it must review a student's eligibility for continued membership in NHS a letter will be sent to the student's parent(s). This letter will notify the parent(s) of the possible behavior(s) that may be of concern and will explain that the student's membership may be affected and/or terminated.
- During the meeting with the student the Faculty Council will
  - Explain the possible behaviors that may be of concern and will explain how those behaviors relate to the standards of NHS.
  - Answer any questions posed by the student that relate to the Faculty Council's concerns and/or standards of NHS.
  - Provide the student with an opportunity to offer the Faculty Council information that may assist the Faculty Council with its decision.
- If, after the meeting, the Faculty Council determines that the student has exhibited behavior(s) that do not conform to NHS standards a subsequent dismissal letter will be sent to the student's parent(s).

## Section VIII Appeals

The principal shall receive all appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. If necessary, after a principal's ruling, the appeals process will follow the same rules for disciplinary appeals set forth by the district. The National Council and NASSP shall not hear appeals in dismissal cases.

(NHS Constitution: Article IV, Section 4; Article X, Sections 6, 7)