

G. Hampton McGaw Chapter of the National Honor Society
At
Woodsville High School
By-Laws

Article I: The Name of the Organization

Section 1: The name of the organization is the G. Hampton McGaw Chapter of the National Honor Society.

Article II: General Purpose of the Organization

Section 1: The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in students of WHS.

Article III: Powers Vested in the Organization

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 principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: The principal shall appoint a member of the faculty as chapter adviser as needed who may serve consecutive terms.

Section 4: The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 5: The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Article IV: Definition of 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. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: Members shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. 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.

Section 3: ACTIVE MEMBER: A candidate must first be selected by the Faculty Council and then inducted in a special ceremony to become an active member. Active members have a voice and vote in chapter affairs. Active members are expected to maintain the standards of the society by which they were selected.

Section 4: The induction ceremony is mandated for all members and officers. Failure to adhere to this without proper notification could result in disciplinary action.

Section 5: HONORARY MEMBERSHIP: Honorary membership may be granted to individuals who have extended outstanding service to the school or community in keeping with the purposes of the National Honor Society. Faculty Councils are urged to use discretion in conferring honorary membership. The Faculty Council may also honor an outstanding student who has a disabling condition that prevents the student from fully meeting the requirements for membership. Other students who attend the school are not eligible for honorary membership, with the exception of foreign exchange students who are unable to meet the requirements in full, but who, in the opinion of the Faculty Council, deserve the honor. Honorary student are considered active members of the chapter.

Section 6: Candidates become members when inducted at a special ceremony.

Section 7: A National Honor Society member who transfers to Woodsville High School and brings a letter from the former principal or chapter adviser to this school adviser shall be accepted automatically as a member in Woodsville High School's chapter. Transfer members must meet Woodsville High School's standards within one semester in order to retain membership.

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

Section 9: Members who are seniors in good standing are eligible to be nominated to compete in the National Honor Society Scholarship Program.

Article V: NOMINATION AND SELECTION OF MEMBERS. (Information in this section must be consistent with the national guidelines, developed by the Faculty Council, and is not subject to member approval as per Article IX, section 4 of the national constitution.)

Section 1: To be eligible for membership the candidates must be a junior or senior with at least one semester of attendance at WHS.

Section 2: Students must have a cumulative unweighted grade point average of an 88% or above. Candidates shall be evaluated on the basis of service, leadership, and character.

Section 3: Candidates shall attend a meeting to receive the member information form.

Section 4: Candidates must turn in the member information form by the set deadline or they will not be allowed to be considered for selection.

Section 5: The faculty shall be requested to evaluate candidates using the evaluation form provided by the chapter adviser.

Section 6: The selection of each member to the chapter will be by a majority vote of the Faculty Council.

Section 7: 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 8: The students will be officially notified of their selection into the society by letter.

Section 9: The National Council and the National Association of Secondary School Principals (NASSP) shall not review the judgment of the Faculty Council regarding the selection of the individual members to the Woodsville High School Chapter.

Article VI: Meetings

Section 1: WHS will have weekly meetings during the school year on a day determined by the membership.

Section 2: Special meetings approved by the adviser may be called by the chapter president or other designated student leader.

Section 3: Meeting Attendance is as follows: 2 consecutive unexcused absences is a warning, 3 unexcused absences is referred to faculty committee for review, and more than 10 minutes late to a meeting (unexcused tardy) equals $\frac{1}{2}$ unexcused absence. 5 minutes tardy is $\frac{1}{4}$ unexcused absence. Absences will reset each semester. (created by the 2015 membership)

Article VII: The Duties and Responsibilities for Officers, Advisers, and Members

Section 1: Officer positions include: president, vice-president, secretary, treasurer, and public relations officer.

Section 2: The executive committee, consisting of the president, vice-president, secretary, treasurer, public relations officer, and chapter adviser, 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 bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3: The executive council shall maintain files on membership, chapter history, activities, and financial transactions.

Section 4: The chapter adviser(s) shall help the executive council understand and carry out their duties.

Section 5: The executive council shall inform the adviser(s) of needs or problems of the National Honor Society.

Section 6: The chapter adviser(s) shall be ex-officio, non-voting, sixth member of the faculty council.

Section 7: The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 8: The executive committee shall have the responsibility for ensuring chapter activities and procedures follow school policy and regulations.

Section 9: The executive committee shall determine one or more service projects for the year.

Section 10: All members shall regularly participate in these projects.

Section 11: 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; be well planned, organized, and executed.

Section 12: Additionally, each member shall complete 10 hours of community service on their own.

Section 13: The duties of the president include overseeing the daily operations of the organization, making decisions with the adviser and the executive council for the organization, interacting with the principal, being present for the application process of incoming students attending open house, and running the induction ceremony.

Section 14: The duties of the vice-president include overseeing fundraisers with the treasurer, being in charge of refreshments for the induction ceremony and attending open house and help with attendance.

Section 15: The secretary's duties include taking the minutes of the meetings, taking attendance at each meeting and at all group activities.

Section 16: The treasurer's duties include keeping track of all financial records and reporting the findings to the chapter. The treasurer will be responsible for a weekly financial statement.

Section 17: The duties of the public-relations officer is to write press releases about NHS activities when requested by an adviser. All press releases need approval from an adviser before submitting being released to the publication. The public-relations office is also responsible for having photography taken at all NHS events.

Section 18: All officers must attend open house and Freshmen orientation, the Induction Ceremony, and all NHS sponsored activities.

Section 19: Any member whose GPA falls below an 88% must receive a warning. They could be put on probation by the advisor or faculty council.

Section 20: If the semester average falls below an 85% (which is the National Index) the student's membership of NHS may be at risk and will be subject to a faculty council review.

Article VIII: Procedures for Election and Removal of Officers and Filling Vacancies

Section 1: Election of new officers will occur at the last (or the next to last) meeting of the year. Non-senior members are eligible for voting.

Section 2: During the meeting nominations (all members and advisors can make nominations) are taken and voted on by secret ballot.

Section 3: Selection of each officer will be by majority vote of the non-senior members present at the meeting.

Section 4: The principal and the Faculty Council will be notified of the election results.

Section 5: An officer may be removed from office by the adviser for failure to carry out his/her duties, and return to regular membership of the NHS. The adviser will notify the principal.

Article IX: Rules of Order and References for Conducting Society Business

Section 1: Robert's Rules of Order will be used.

Section 2: All rules listed in Woodsville High School's handbook will be observed.

Article X: Faculty Council

Section 1: The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser(s) shall be an ex-officio, non-voting, sixth/seventh member of the Faculty Council. The principal or an assistant principal may not be included in the Faculty Council.

Section 2: The term of the Faculty Council shall be a minimum of one year. Members may be appointed to serve consecutive terms.

Section 3: The Faculty Council shall meet at least once a year to review the procedures of the chapter and to select new members. Additional meetings may be held to consider disciplinary actions or dismissal of members

Section 4: The Faculty Council, in compliance with the national guidelines, will develop and revise all chapter procedures for selecting, disciplining, and dismissing members.

Article XI: Dismissal of a Member

Section 1: Any member who falls below the standard of scholarship, leadership, character, or service will be afforded due process and may have a range of consequences ranging between a verbal warning and dismissal. A member of the National Honor Society is expected and required to maintain his or her academic standing, take an active role in service and leadership to his or her school and community, and to exhibit positive character traits.

Section 2: A member may be considered for removal from the organization if the member fails to abide by their responsibilities. This rule applies to both general members and officers. A member may also be considered for removal in the case of flagrant violation of school rules or the law, such as cheating, plagiarizing, or using illegal substances.

Section 3: The Faculty Council will be convened when an individual has received more than one written warning.

Section 4: In all cases pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor or Faculty Council. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.

- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss the member. Only members present for the hearing may vote.
- c. The results of the Faculty Council vote will be reviewed by the principal then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender their membership card and pin to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards to the superintendent and school board. The National Council and the NASSP shall hear no appeals in the dismissal case.
- e. When a student is dismissed for any reason, he or she is no longer a member and may not be reconsidered for membership in the NHS. If a student independently resigns from the NHS, he or she may not be reconsidered for future membership in the NHS.

Section 5: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 6: Probation: A member is only entitled to one probation. Once on probation, the member is on probation for one year. A member may be put on probation by the faculty council.

Section 7: If a member is on probation and commits another violation, the Faculty Council may dismiss the member from the organization.

Section 8: If a member receives a failing grade in any course he/she must receive a warning and may be put on probation.

Section 9: If an officer receives a failing grade in any course he/she are subject to dismissal from their position and may be put on probation.

Article XII: Official Insignia

Section 1: This organization shall use the official emblem selected by the National Council.

Section 2: The distribution of the emblem and the rules for its use are under the exclusive control of the National Council.

Section 3: Each active, graduate, or honorary member shall be entitled to wear this emblem.

Section 4: Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 5: All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston VA 20191. All insignia are registered in the United States Patent Office and may not be copied by anyone.

Section 6: The motto of the National Honor Society is Noblesse Oblige.

Section 7: The official colors of the National Honor Society shall be blue and gold.

Section 8: A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

Article XIII: Provisions for Amending the Bylaws

Section 1: This constitution may be amended at any meeting of the Faculty Council.

Section 2: After a change to the bylaws has been proposed and a draft has been prepared, the members of the chapter shall be informed and given a draft copy to review.

Section 3: Proposed amendments or provisions require a two-thirds vote of the chapter for adoption. Once all members have been informed that the changes are available for review at the website, the members will have seven school days in which to vote on them. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can only be changed by the Faculty Council.

Section 4: The bylaws and any changes to the bylaws must be approved by the principal.

