

National Honor Society

Octorara High School Chapter By-Laws

Updated 2016

Article I. Name and Purpose

Section 1. The name of this organization shall be the National Honor Society of Octorara High School, hereinafter referred to as Octorara NHS.

Section 2. The purpose of Octorara NHS shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage good character in the students of Octorara High School.

Section 3. National Honor Society is a program of the National Council and the National Association of secondary School Principals (NASPP).

Article II. The National Council

Section 1. The control of Octorara NHS shall be vested in the National Council.

Section 2. Octorara NHS conforms to the National Constitution as set forth by the National Council.

Section 3. The annual affiliation fee shall be paid yearly to the National Council.

Article III. The Principal

Section 1. The principal shall reserve the right to approve or reject any and/or all activities and decisions of the Octorara NHS.

Section 2. The principal shall annually appoint a member (or members) of the faculty as Octorara NHS advisor(s), who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members. Appeals beyond the principal shall follow the same rules as disciplinary appeals in the school district.

Article IV. The Advisor(s)

Section 1. The advisor(s) shall be responsible for the direct, day-to-day supervision of the Octorara NHS and to act as liaison between faculty, administration, students, and community.

Section 2. The advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions and shall send the annual report to the national office.

Section 3. The advisor(s) shall review each member for compliance with Octorara NHS standards and obligations after the posting of final course grades or prior to graduation for senior members.

Section 4. The advisor(s) shall help the chapter officers understand and carry out their duties.

Section 5. The advisor(s) shall be an ex-officio, non-voting, sixth member of the Faculty Council, serving as a facilitator of discussions, keeping the council focused on objective data used to review each case.

Article V. The Faculty Council

Section 1. The Faculty Council shall consist of five faculty members appointed by the principal. No principal or assistant principal may be included on the Faculty Council.

Section 2. The Faculty Council will develop and revise, when necessary, all Octorara NHS procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national constitution and NHS policies.

Article VI. The Octorara NHS Officers

Section 1. Six (6) officers will be elected to form the Octorara NHS Executive Board.

Section 2. Once selected, the Executive Board will work as a collaborative group to carry out the identified responsibilities of the Octorara NHS chapter.

Section 3. An Executive Board candidate may be self-nominated or may be nominated by a current member. Eligible student candidates shall be in good standing with the Octorara NHS and shall have been previously inducted.

Section 4. Upon completion of the election process, the Executive Board will immediately assume their duties.

Section 5. Upon the creation of a vacancy on the Executive Board, the organization shall open nominations for a replacement officer. All vacancies shall be filled within 30 days.

Article VII. Executive Committee

Section 1. The executive committee shall consist of the Octorara NHS Executive Board and the Octorara NHS advisor(s).

Section 2. The executive committee shall have the responsibility for ensuring that Octorara NHS activities and procedures follow school policy and regulations.

Section 3. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations concerning the daily operations of the chapter, and determine and

perform such other duties as are specified in the chapter by-laws. All actions and recommendations of the executive committee shall be subject to review by the Octorara NHS membership requiring a majority vote for implementation.

Section 4. The executive committee shall meet within one week of a regularly scheduled National Honor Society meeting and plan an agenda, which will be available to members online at least 24 hours prior to the meeting.

Article VIII. Committees

Section 1. The executive committee may appoint committees as necessary to carry on its work.

Section 2. Membership on any National Honor Society committee shall be open to any member in good standing.

Section 3. At least one (1) Executive Board member shall serve on all committees.

Article IX. Membership

Section 1. Selection for membership is an honor bestowed upon a student by the Faculty Council and is based on outstanding scholarship, character, leadership, and service according to the incorporated policies and procedures. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Current members must maintain a minimum cumulative grade point average (GPA) of 3.30 or higher.

Section 3. A member who transfers to Octorara High School and brings a letter from the former principal or chapter advisor to the new school advisor stating that the member was a member in good standing of a recognized chapter of the national Honor Society shall be accepted automatically as a member of Octorara NHS. Transfer members must meet Octorara NHS standards by the end of the school year in order to retain membership.

Section 4. Members who resign or are dismissed are never again eligible for membership.

Article X. Selection of Members

Section 1. To be eligible for membership, a candidate must have attained junior standing and must have been in attendance at Octorara High School for the equivalent of one (1) semester immediately preceding selection.

Section 2. Students gain membership into the Octorara NHS by completing the selection process established by Policies and Procedures #1. All candidates must satisfactorily complete each required element of the selection process. Failure to do so will result in elimination from further consideration for the given school year. Selection is determined by a majority vote of the Faculty Council, based on the student meeting the minimum published qualifications as set forth in Policy and Procedure #1.

Section 3. Students who have a minimum cumulative grade point average (GPA) of 3.30 or higher are eligible to submit letters validating volunteer community service hours and a school activity form for consideration of membership.

Section 4. Prior to notification of any candidates, the Octorara NHS advisor(s) shall review with the principal the results of the Faculty Council's deliberations.

Section 5. Student candidates who are not selected will receive a letter. Questions about non-selection should be directed to the Chapter advisor. Non-selected students do not have a legal right to appeal.

Section 6. In all cases of impending dismissal, a chapter member shall have a right to a hearing before the Faculty Council and to be informed in writing of his or her deficiencies. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 7. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals established by the school district.

Article XI. Dismissal and Disciplinary Action

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal.

Section 2. Members are responsible for continuously self-monitoring their academic standing, which can be accomplished via PowerSchool, with their counselors, or with the Octorara NHS advisor. The aforementioned methods of grade monitoring serve as a continuing warning of a substandard GPA. Having been so warned, any member whose GPA falls below the published Octorara NHS academic standards at the conclusion of a school year will be brought before the Faculty Council for disciplinary action which may include dismissal.

Section 3. Members are responsible for continuously self-monitoring their service hour and activities completion. Members may access their NHS folders by contacting the Octorara NHS advisor and providing reasonable time for the folder to be made available. This self-monitoring serves as a continuing warning to meet the established minimum standards. Having been so warned, members who fail to fulfill and submit the required verification of having met the established service standards by the published deadline will be subject to dismissal from the Octorara NHS.

Section 4. Members are required to maintain the high standards for leadership and character that were considered at the time of their selection. Members who fail to maintain these character or leadership standards shall be brought before the NHS Faculty Council for a disciplinary hearing. Academic Dishonesty and level E and above Code of Conduct violations will be viewed as flagrant violations of school rules and may result in dismissal without further warning.

Article XII. Meetings

Section 1. The Octorara NHS shall meet for business as necessary during the school year. Notice of the meetings shall be posted on the Octorara NHS website and shall be given via the school announcements.

Article XIII. Activities

Section 1. Each activity shall fulfill a need within the school or community, be appropriate and educationally defensible, and be well-planned and supported by the administration and faculty. Members will establish a project planning process to insure these goals.

Section 2. SERVICE: All members of the chapter are required to fulfill all service obligations as determined by Policies and Procedures #1.

Section 3. OTHER ACTIVITIES: The executive committee of the chapter shall determine what constitutes an Octorara NHS activity. Each member is responsible for meeting the Octorara NHS activity participation requirements as set forth in Policies and Procedures #1.

Article XIV. Bylaws and Policies and Procedures

Section 1. The Octorara NHS bylaws shall be reviewed yearly by the current officers, advisor(s), Faculty Council, and principal of Octorara High School.

Section 2. Octorara NHS Policies and Procedures may be written by the principal, Faculty Council, advisor(s), executive committee, or by a member committee appointed for this purpose. Revised policies and procedures must be presented for discussion at least one month prior to the meeting at which they will be voted upon for ratification.

Section 3. The Octorara NHS bylaws shall be made available to NHS members and prospective members electronically.

Article XV. Amendments

Section 1. These bylaws may be amended at any regular meeting of the Octorara NHS by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting. Selection, discipline and dismissal procedures remain the sole domain of the Faculty Council. Prior to submission to the general membership for ratification, all amendments must first be approved by the Faculty Council and the building principal.

The following policies and procedures are incorporated into the By-Laws of the Octorara NHS Chapter.

Policy and Procedure # 1

Selection Criteria and Procedures:

The following process will be followed in the selection of members for induction into the Octorara NHS. The Principal and the Octorara NHS Faculty Advisor will be responsible for assuring that each action occurs as described.

The NHS advisor will identify eligible students by reviewing the GPA's of all students (3.30 or higher) as soon as possible after their end of year course grades are finalized and posted to PowerSchool.

The NHS Advisor will announce a membership selection period to all students and the Octorara NHS application will be continuously available online.

Interested students must complete the selection forms as directed.

The NHS Advisor will collect all forms received by the announced date for prospective members.

The NHS Advisor and the NHS Executive Committee will check the selection packets for completion of the service requirements.

The NHS Advisor and the Principal will prepare the faculty evaluation forms for character and leadership.

The faculty will complete the Faculty Evaluations.

The Principal will convene the Faculty Council to consider candidates for selection into the NHS.

The Principal will review the decisions of the Faculty Council and will notify the Octorara NHS advisor to begin the notification process.

The NHS Advisor will notify all students whether or not they have been selected.

The NHS Advisor and Executive Committee will plan and conduct the induction ceremony to present the selectees to the principal.

The Principal, Administration, NHS Advisor, NHS Executive Committee, and the entire faculty will monitor members continued eligibility for and participation in the NHS.

A. Service Requirement for Initial Consideration/Selection

- NHS candidates must complete a minimum of 25 hours of volunteer community service for consideration of initial selection in the Octorara NHS. In order to encourage diversity and involvement in the community, no more than fifteen hours of service credit may be earned in any single activity (Students may work for the same organization and earn hours, as long as the hours are earned completing separate activities.). Candidates are strongly encouraged to volunteer in excess of the minimum requirement.
- All volunteer community service hours must be submitted via a letter of participation. Letters of participation must be hand-signed by the supervising adult sponsor (non-parent) and include the supervising adult's printed name, telephone number, the date and time of participation, the number of hours served, a description of the service, and the name and grade of the student volunteer.

B. School Participation for Initial Consideration/Selection

- NHS candidates must actively participate in at least 1 school-sponsored organizations/clubs. Allowable organizations/clubs include those which have a staff sponsor, coach, or director. The following list provides examples of allowable clubs; it is not exclusive.
 - Member of school affiliated sports team (Varsity, JV, Club) (If multiple sports are played, each sport constitutes an activity)
 - Performing member of the Music Department outside of class (Marching Band and/or Musical pit)
 - Member of academic competition team (Academic Team, Model UN, etc) or participant in academic competitions (FBLA, etc.)
 - School publications
 - Dramatic or musical productions

- Active member in other staff sponsored school clubs/organizations that meet regularly and conduct meetings to plan club events and carry them out
- Volunteer hours that are an integral part of a student's submitted school participation do NOT count toward the 25 hour minimum. (No double dipping!!)
- Volunteer hours that benefit a Booster Club through which the student currently receives a benefit do NOT count toward the 25 hour minimum.
- Other Honor Societies (National Art Honor Society) do NOT count for school participation
- "Clubs" that just host events (ex. Ski Club) do NOT count for school participation

**See Mr. McCarthy if you have a question about
a service activity or club's eligibility for NHS credit!!**

C. Character and Leadership (Faculty Evaluations)

Each faculty member will be provided an evaluation form listing all of the students eligible for consideration for selection into the NHS, along with the NHS descriptors for both character and leadership. Faculty members will be asked to evaluate any student they have taught in a class or sponsored in a club or activity. If a teacher has a concern about a student's character or leadership, he/she will be asked to briefly explain the concern.

Octorara NHS highly encourages prospective and current members to be active leaders in the community as well as in school. Students will be required to submit a leadership form with descriptions of their school and community leadership roles.

This additional information may be considered by the Faculty Council along with the faculty evaluations of demonstrated leadership in determining the selection/non-selection of inductees.

Results of the teacher evaluations will be tallied and provided on a spreadsheet for consideration by the Faculty Council. Faculty input will be available for the Faculty Council to review to assist in its understanding of any negative evaluations that a candidate may receive. During its deliberations, the Faculty Council will consider each student who has submitted himself or herself for induction to the Octorara NHS based on all submitted forms and the Octorara NHS standards in the four areas of scholarship, service, leadership and character.

Leadership:

The leadership criterion is considered highly important for membership selection. The student who exercises leadership

- is resourceful in recognizing problems, applying principles, and making suggestions
- demonstrates initiative in promoting school activities

- exercises positive influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative-successfully hold school offices or positions of responsibilities; conducts business effectively and efficiently; demonstrates reliability and dependability
- is a leader in the classroom, at work, and in other school and community activities
- is thoroughly dependable in any responsibility accepted
- is willing to uphold scholarship and maintain a loyal school attitude

Character

Character is probably the most difficult criterion to define. The Faculty Council considers the positive as well as the negative aspects of character. A person of good character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character:

- takes criticism willingly and accepts recommendations graciously-consistently
- exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- upholds principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, office, hall, etc.
- demonstrates the highest standards of honesty and reliability
- regularly shows courtesy, concern, and respect for others

Maintenance of Membership

A. Requirements for continued membership.

After a member has been inducted into the Octorara NHS, he or she is expected to maintain the same standards in academic achievement (3.30 GPA), character, and leadership that led to his or her initial selection.

B. Monitoring of current members.

1. Service requirement- The service requirement for continued membership will be twenty-five (25) hours of community service with no more than fifteen (15) hours earned for any single activity, participation in at least one (1) school-sponsored organization/sport/club, and completion of at least one NHS sponsored activity. The NHS Executive Committee will be responsible for monitoring the service requirements for all NHS Members. Students whose service requirements are deemed not to have met the Octorara NHS requirement will be reviewed by the Faculty Council to determine their eligibility for continued membership in the NHS. All current members must submit validation of their earned hours via a letter signed by the supervising adult (non-parent) and submitted according to published guidelines. All hours MUST be submitted within the marking period in which they were earned. Verification of activities and 4th marking period hours served MUST be submitted by May 1st (or later published date).

2. Character and leadership- The Faculty Council and the Administration will monitor NHS members' discipline and attendance. The entire faculty will monitor NHS member's character and leadership. Faculty members may make a referral to the Faculty Council for NHS members whose character and leadership as demonstrated in their classes or in their activities falls below the initial standards met for selection. Students whose character and/or leadership become a concern will be reviewed by the Faculty Council to determine their eligibility for continued membership in the NHS.

3. GPA- Members are responsible for self-monitoring their academic performance on PowerSchool, via a consultation with their counselor or via a consultation with the Octorara NHS advisor. The NHS Advisor will periodically review all NHS members' academic performance and provide a warning to members who may be in danger of falling below the minimum standard for GPA. Students whose cumulative GPA falls below the 3.30 level will be brought before the Octorara NHS Faculty Council for a disciplinary hearing and may face dismissal from NHS.