

Hamilton-Wenham Regional High School NHS Chapter By-Laws

Article I Statement of Name

The Name of the Organization shall be the Hamilton-Wenham Regional High School Chapter of the National Honor Society. The organization is an affiliated chapter of the National Organization.

Article II Statement of Purpose

The Purpose of the Organization shall be to generate enthusiasm for scholarship, to promote service in helping others, to foster leadership and to develop character among all members.

Article III Powers That Be

- Section 1. The Principal reserves the right to approve and disapprove of all activities and the decisions of the chapter.
- Section 2. The Faculty Council 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.
- Section 3. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining and dismissal of members, all of which must remain in compliance with the national guidelines.
- Section 4. The chapter advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 5. The chapter advisor(s) shall regularly review each member for compliance with Society standards and obligations.
- Section 6. The chapter advisor(s) shall be ex-officio, non-voting, members of the Faculty Council.

Article IV Definitions of Criteria

- Section 1. A student who achieves scholarship:
- Has a minimum GPA of a 3.7 cumulative grade point average (no rounding) on a weighted scale. All courses factor toward the calculation of GPA except: Wellness, diversified learning programs, independent study courses and all courses not taken at Hamilton-Wenham Regional High School.

- Is enrolled in an approved high school program of studies

Section 2. A student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility
- Conducts business effectively and efficiently
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Section 3. A student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance
- Works well with others and is willing to take in difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastics competition
- Does committee and staff work without complaint
- Participates in some activity outside of school (i.e., Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor or disadvantaged)
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers, and students

Section 4. A student of character:

- Is respectful, responsible, trustworthy, fair and caring
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (e.g., cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom

- Has a power of concentration, self-discipline and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing an unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Article V 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. Candidates become members when inducted at a special ceremony.
- Section 3. A National Honor Society member who transfers to Hamilton-Wenham Regional High School from another school and produces a letter from the former principal or chapter advisor shall be automatically accepted as a member. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- Section 4. Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 5. Every member shall attend every regularly scheduled meeting. Meetings shall be held once a week on a day agreeable to the majority of the present members. Meetings will begin at a predetermined time and last an average of one-half hour.
- Section 6. The office of the secretary shall keep a record of the attendance of a regularly scheduled meeting. If a member has missed three of these meetings the faculty advisor(s) shall meet with the member to discuss the reasons for the absences before any warnings or disciplinary action occurs. If the absences continue the Faculty Council shall meet to determine any further action against the member, including dismissal (see article VII).
- Section 7. Every member shall attend the Induction Ceremony. They shall arrive at the event approximately one hour prior to the ceremony and remain until the reception is finished and the advisor(s) give permission for them to leave. Junior class members shall attend and assist at the Scholarship Evening, Candlelight Ceremony and Graduation for the entire time requested for each event.
- Section 8. Every member shall maintain a minimum cumulative weighted grade point average of 3.7 (no rounding).
- Section 9. Every member shall display leadership and character qualities, as described in Article IV, in and out of school.

Article VI Selection of Members

- Section 1. Any student who has the minimum of a 3.7 cumulative grade point average (no rounding) on a weighted scale at the end of quarter 1 of their senior year is eligible for selection. Any student who has the minimum of a 3.7 cumulative grade point average (no rounding) on a weighted scale at the beginning of the second semester of their junior school year is eligible for selection.
- Section 2. All candidates shall receive the following:
- A letter indicating that he/she is a candidate for the National Honor Society
 - Access to the Information Sheet to be filled out by the candidate
 - Access to the Chapter By-laws
- Section 3. The administration, faculty, and staff will receive a list of all candidates. They will be asked to provide comments regarding candidates.
- Section 4. A candidate should read the By-laws of this chapter and complete the Information Form. A candidate shall include any past or present leadership positions and service activities. Any past positions or activities must have occurred while the student was in high school. A recommendation from an adult who can attest to at least one of the listed leadership positions is required. The recommendation should describe the responsibilities of the leadership position and how well they were carried out.
- Section 5. A candidate shall write one paragraph about each of the following traits -- service, leadership, and character-- indicating why they feel they qualify for membership in the National Honor Society. Statements which stress character, service and leadership qualities should be included. It is strongly suggested that the candidate personalize the essay, compose it with excellence and that it have depth of content and uses correct grammar, punctuation, spelling, sentence structure, and organization.
- Section 6. A candidate shall return the Information Form and accompanying letter by a predetermined date. A candidate whose forms are received after this date will not be considered for selection.
- Section 7. A letter indicating selection or non-selection will be sent to a candidate after the Faculty Council has reviewed all information regarding every candidate.
- Section 8. A candidate may request a meeting with the advisor and/or principal in cases of non-selection.
- Section 9. An advisor and/or principal may request a meeting with the Faculty Council concerning a candidate in cases of non-selection.

Article VII Dismissal of Member

- Section 1. From the time a candidate becomes a member until the end of graduation, a circumstance may arise that will result in the dismissal of a member. Before any member is dismissed, the Faculty Council shall review the event, act, conduct, etc.

causing the member to be in question. How the Faculty Council proceeds will be dependent upon on the seriousness of the event, act, or conduct, etc.

- Section 2. In most cases, the Faculty Council will issue a warning and specify a reasonable amount of time for the member to correct the deficiency. It is the responsibility of the member to correct the deficiency, in the designated amount of time, such that the member remains in compliance with membership expectations. After the member receives at least one warning and the deficiency is not corrected the Faculty Council shall consider one of two possibilities: dismissal of member or change in status to member not in good standing.
- Section 3. The Faculty Council shall determine when a member has exceeded a reasonable number of warnings.
- Section 4. Members who fall below the standards which were the basis for their selection shall be warned by the chapter advisor(s) and given a reasonable amount of time to correct the deficiency. If a member's academic status (weighted GPA) falls below the standards which were the basis for the selection, the member shall be issued a warning from the advisor and given one semester to comply with the standard. If at that time the member still fails to meet that standard, the Faculty Council shall meet and consider further action, including dismissal from the National Honor Society.
- Section 5. In the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
- Section 6. In all cases of impending dismissal, the member shall be granted a hearing with the Faculty Council before any final decision is made. In most cases, it shall be strongly suggested to the member to write a letter of appeal discussing the appropriate circumstances prior to the hearing. This letter shall be forwarded to the Faculty Council and a date for a hearing will be set.
- Section 7. A member who has been dismissed may appeal the decision of the Faculty Council by requesting a meeting with the advisor(s) and the principal. The decision is then made by the principal after hearing all pertinent comments from the member and the Faculty Council. This decision is final.
- Section 8. A member who has been dismissed shall return their certificate of membership to the advisor(s). If this item is not returned, disciplinary action will be taken by the administration.
- Section 9. A member who has been designated as one who is not in good standing will graduate as a member of the Society and it will be indicted as such in the graduation program. However, this member will be denied wearing the graduation stole/medallion at every ceremony, including graduation.
- Section 10. An officer designated as a member not in good standing will be removed from office and if time permits will be replaced by another senior member. No hearing and no appeal is warranted.

Article VIII Meetings

- Section 1. There shall be at least one meeting every week of the school year.
- Section 2. The time of the meeting will be at least one-half hour in length.
- Section 3. The meetings will be facilitated by the chapter's officers.
- Section 4. The meetings may be used for brainstorming ideas for future activities, communicating information, and/or performing activities.

Article IX Chapter Officers

- Section 1. Nominations for office occur in May. Any member is eligible to become an officer. The term of office is one year. Election for office occurs in June. Only Society members may vote. This is not a whole school election. Candidates for office shall give a brief speech detailing the reasons why they should be elected. Immediately following the speeches the election for new officers shall take place.
- Section 2. If an officer is dismissed, the position will be filled at the next scheduled meeting. Interested candidates will be nominated at this meeting. Immediately following the nominations the election shall take place.
- Section 3. All officers shall generate enthusiasm, generate creative ideas, act as an exemplary person, and devote time for all activities.
- Section 4. The president shall oversee and organize all group activities, create a speech for the Induction Ceremony and attend all meetings and activities.
- Section 5. The vice-president shall assist in overseeing all group activities, assist in the Induction Ceremony, and attend all meetings and activities.
- Section 6. The secretary shall take attendance at meetings, keep meeting minutes, and maintain a database showing the type and amount of service performed by each member.
- Section 7. The treasurer shall handle all financial affairs, assist in the Induction Ceremony, and attend all meetings and activities.