

## **Northwest High School National Honor Society Bylaws**

Last Updated Fall 2021

### **Article I: Name and Purpose**

Section 1. The name of this chapter shall be the *Cum Laude Society Chapter of the National Honor Society of Secondary Schools*.

Section 2. The purpose of this chapter shall be to recognize and promote an enthusiasm for scholarship, service, leadership, and character in students of Northwest High School.

The National Constitution shall serve as the general guideline for all chapter functions, and these bylaws shall amplify sections of the National Constitution and clarify the operating procedures of the chapter. The National Honor Society Handbook shall be consulted to clarify issues not covered by the NWHS By-laws.

### **Article II: Membership**

Section 1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.

Section 2. Membership in this chapter is an honor bestowed upon a student by the NWHS faculty. Membership is not a right or an elective position, but rather a privilege enjoyed by those students who demonstrate outstanding scholarship, character, leadership, and service.

Section 3. Candidates eligible for election to this chapter must have completed 3 semesters of high school and will be considered in the spring of their sophomore year.

Section 4. Once selected, members have the responsibility to continue to demonstrate and document the qualities of scholarship, character, leadership, and service.

### **Article III: Selection of Members**

Section 1. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least three semester at Northwest High School. If a student is a transfer to NWHS as from another school and is a member of that school's NHS in good standing, that student may request a transfer of membership. This will require a letter from the originating school NHS advisor acknowledging the student is in good standing.

Section 2. The final selection of members to this chapter shall be by a majority decision of the Faculty Council consisting of six faculty members appointed by the principal. The chapter advisor(s) shall be the seventh/eighth, non-voting, ex-officio members of the Faculty Council.

Section 3. The selection procedures shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society. Pursuant to Article IX, Section 4 of the National Constitution, only the Faculty Council may vote on the selection and/or dismissal procedures.

Section 4. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.9 unweighted GPA as evidenced on the student transcript.

Section 5. The NWHS faculty shall be invited to rate each academically eligible student (3.9 unweighted GPA) on the CHARACTER and LEADERSHIP standards using the following scale: 5: Excellent; 4: Very Good; 3: Good; 2: Minimal; 1: Unacceptable. A rating of 4 or above by a minimum of ten faculty members in both Character and Leadership is required to be considered for membership invitation. Students who do not receive this endorsement of the faculty are not eligible for further consideration.

Section 6. Students who meet the Academic, Character, and Leadership requirements shall be notified and invited to complete the Student Information Form (SIF) to evaluate their Service. Students who fail to complete the SIF or the student/parent signature form and/or fail to turn the form in by the deadline set by the Faculty Council will not be considered for membership. Students who meet the Character requirement from the Faculty but do NOT meet the Leadership requirement may be invited to complete the SIF so that the Faculty Council can evaluate potential leadership evidenced within their Service hours.

Section 7. The Student Information Form (SIF) shall be evaluated for evidence of a commitment to community service by three teams of Faculty Council members. Students must demonstrate 60 hours (20 per year on average) of community service by fall of senior year. Two yes votes and the student application is accepted, two no votes and the student application is denied. If a member of the Faculty Council is absent, creating an incomplete team, a NHS Co-Sponsor can fill in to ensure the process can continue.

Section 8. Students who are otherwise eligible to be considered by the NWHS faculty for the honor of NHS membership but have been disciplined or suspended for significant academic misconduct or behavioral misconduct during their Freshman year are ineligible to apply during the spring of their Sophomore year, but are eligible to apply the spring of their junior year. Students who are otherwise eligible to be considered by the NWHS faculty for the honor of NHS membership but have been disciplined or suspended for significant academic misconduct or behavioral misconduct during their Sophomore year are ineligible to apply during the spring of their Junior year. Seniors are not eligible to apply during the Spring of their final year. All eligible students will be vetted by the administration for previous misconduct before being invited to apply. Once a student is inducted, significant academic or behavioral misconduct will result in the removal of the student from NHS. .

Section 9. A description of the selection process and all attendance forms shall be available from the chapter advisor.

Section 10. The NWHS faculty and the NHS Faculty Council will consider the following qualities of CHARACTER, LEADERSHIP, and SERVICE in membership selections:

CHARACTER: Character is difficult to assess and define. The NWHS faculty will consider the following qualities of character:

- recognizes and accepts responsibilities, and maintains self-discipline and stability
- takes criticism willingly and accepts recommendations graciously
- demonstrates cheerfulness, friendliness, poise, courtesy, fairness, and respect for others
- demonstrates trustworthiness, integrity, and academic honesty

LEADERSHIP: Leadership is a key component for membership selection. Leadership shall not be interpreted solely on the ground of holding elective office or other traditional leadership positions. The scholar who exercises leadership:

- contributes to the civic life of the school; demonstrates initiative in promoting school activities
- exemplifies positive attitudes and inspires positive behavior in others
- is a leader in the classroom, in extracurricular activities, at work, and in the community
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- is resourceful in making suggestions and finding solutions

SERVICE: Service is generally considered to be those activities undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation. These hours of unpaid work for nonprofit institutions and organizations should have the primary purpose of benefiting others in the community. A separate document called “Tips for Fulfilling the Service requirement” provides guidance on acceptable forms of service. The scholar who exercises service:

- shows courtesy by assisting visitors, teachers, and students
- volunteers dependable and well-organized assistance
- is gladly available and is willing to sacrifice in order to serve others
- cheerfully renders any requested service to the school
- mentors others
- provides volunteer service to benefit the wider community

Section 11. Candidates who are selected for membership by a majority vote of the Faculty Council shall be inducted into the chapter. Students who are selected, and their parents, shall be notified of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NHS.

Section 12. Transfers

1. An active member of the Northwest High School Chapter of the National Honor Society who transfers from NWHS will be given a letter indicating the status of his/her membership signed by the principal and chapter advisor.
2. An active member of the NHS who transfers to Northwest High School during will be accepted for membership in the NWHS Chapter contingent upon a letter documenting their good standing in their

previous chapter and completion of a probationary year in which they complete all required activities and service requirements for the NWHS chapter.

3. An active member of the NHS who transfers to this school before their senior year must achieve the 3.9 GPA requirement within one semester and complete their service hours as outlined in section 7. Leadership and Character requirements may be amended (in terms of the number of discrete teacher scores required) based upon the date of transfer.

#### Section 13. Non-Selection

1. Students who are not selected for membership shall be notified in writing of their non-selection by the chapter advisor(s).
2. The chapter advisor(s) shall hold a conference with the non-selected students and parents to review selection procedures on request.
3. Students who wish to appeal the decision of the Faculty Council may submit an appeal in writing to the Principal.
4. The Principal shall hear all appeals from the non-selected students. Following a discussion with the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the principal may ask the Faculty Council to reconvene to review the situation.
5. If a non-selected student or his/her parents wish to challenge the Principal's decision they should contact the Superintendent.

Section 14. An assistant principal will serve as consultant to the Faculty Council to address questions about student detentions/suspensions.

### **Article IV: Dismissal of Members**

Any member who fails to maintain the standards of scholarship, leadership, character, or service may be dismissed from the Northwest High School Chapter of the National Honor Society. A member of the NHS is expected to maintain an active role in service and leadership to his/her community.

Section 1. Violation of criminal law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol.

Section 2. In case of pending dismissal:

- A. The member will receive written notification of the reason for possible dismissal from the chapter advisor(s).

- B. The member may request a hearing with the Principal and NHS advisor(s) prior to dismissal to present his/her defense. After the hearing, the Principal and NHS Co-Sponsors may recommend membership be retained, or the Principal and NHS Co-Sponsors may recommend dismissal to the Faculty Council. In the latter case, the Faculty Council will be presented with the information from the hearing and then vote on dismissal. The Faculty Council's decision is final.
- C. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed.
- D. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

#### **Article V: Activities**

Each member shall be responsible for:

- Attendance at Induction Ceremony
- Participation in any service projects organized by the chapter
- Completion of the senior service hours by April 30th.
- Reporting the results of the senior service hours to the chapter if requested.

#### **Article VI. Dues**

Section 1. Annual dues for this chapter shall be \$16.00.

Section 2. Dues will be paid to the NHS faculty advisor before the induction ceremony.

#### **Article VII. Amendments**

Section 1. These by-laws may be amended by a 4/5 vote of the Faculty Council after consultation with the building principal.

Section 2. By-laws and amendments must be consistent with the constitution of the National Honor Society.