

# *National Honor Society*



## *Andover High School Chapter Bylaws*

### **I. Preface**

The Andover Chapter of the National Honor Society recognizes students who demonstrated outstanding scholarship, service, leadership and character. The Chapter is a pro-active group dedicated to community service, school improvement academic excellence.

National Honor Society members exemplify the highest ideals of service, citizenship and academic excellence at Andover High School.

### **II. Faculty Council**

A. The Andover Chapter of the National Honor Society is governed by a council consisting of five members of the Andover High School faculty with each member having one vote.

B. The National Honor Society advisor serves as a moderator of the Faculty Council meetings but has no vote in the proceedings.

C. A majority vote in the Faculty Council is binding in all matters.

D. Decisions of the Faculty Council may be appealed in accordance with provisions established in the National Constitution.

E. The Faculty Council shall reserve the right to grant honorary membership to school officials, principals, teachers, NHS advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

### **III. Academic Eligibility**

A. Juniors and Seniors are eligible for active membership in National Honor Society.

B. Academic eligibility requirements will be established by the Faculty Council and published in the student handbook.

C. The academic eligibility requirement established by the Faculty Council will be based on a student's cumulative academic record and be in accordance with Article IX of the National Constitution.

D. Prospective members will be held to the academic eligibility standard published in the student handbook for the year in which they entered Andover High School as a freshman.

E. In accordance with Article VIII of the National Constitution, transfer students must be members of Andover High School for one complete semester before becoming eligible for membership.

F. Transfer students inducted into the National Honor Society at their previous school and holding membership in good standing prior to transfer to Andover will automatically become members in the Andover Chapter.

#### **IV. Selection**

A. Upon meeting the academic requirement for initial consideration, students will be invited to complete a student information package detailing their activities and accomplishments in the areas of Service and Leadership.

B. School disciplinary records will be examined as a reflection of character as well as staff recommendations.

C. Personal essays will be an integral part of the student portfolio.

D. The student portfolio will be evaluated in detail by each member of the Faculty Council in determining the final selection.

1. Student anonymity in the initial evaluation process is established by the assignment of a unique identification number to each portfolio.

2. The initial portfolio evaluation by each member of the Faculty Council shall be done by identification number, not student name.

3. The NHS advisor will re-associate student names with identification numbers for the purpose of making the final selection of members.

E. An invitation for membership will be extended to any student receiving a majority vote of the Faculty Council.

F. Students acquire NHS membership at a formal induction ceremony held during the last semester.

G. Once inducted, members will receive a copy of the National Constitution and Chapter By-Laws.

#### **V. Officers**

A. The responsibilities of the elected officers of the Andover Chapter of the National Honor Society are as follows:

1. The President shall conduct meetings, delegate authority, and provide active leadership in the organization.

2. The Vice-President shall assist the President and act in the President's absence,

3. The secretary will be responsible for all notices, meeting minutes and correspondences.

4. The Treasurer shall be responsible for fundraising and managing the chapter's funds.

5. The Historian shall be responsible for documenting the chapter's activities.

B. Election of for the coming academic year shall be held before the end of the current academic year.

1. Graduating seniors shall not be eligible to vote in this election.

2. Officers will be elected by a plurality of those eligible to vote.

3. In a case where no candidate receives the plurality, the top two candidates shall compete in a run-off election.

C. The elected officers will comprise the National Honor Society Executive Committee with responsibility for general supervision of the organization between business meetings.

1. All actions of the executive committee are subject to review by the general membership.

2. Any officer who consistently disregards the constitution and by-laws of this organization, or fails to adequately perform the duties of office, may be removed from office by a two thirds vote of the general membership and the approval of the Faculty Council.

## **VI. Meetings**

A. Regularly scheduled meetings will be held twice per month, on a bi-weekly basis.

B. Attendance at scheduled National Honor Society meetings is mandatory.

1. Meetings will be announced no less than 3 days in advance.

2. Two-thirds of the membership shall constitute a quorum.

3. Students unable to attend scheduled meetings should consult with the advisor in advance.

C. Emergency meetings may be called at anytime with the approval of the advisor.

D. Members who miss three (3) meetings without consulting the advisor are subject to suspension from the National honor Society.

E. Tardies, defined as arriving five minutes or more past meeting start time, will accumulate at a rate of three tardies to equal one absence.

## **VII. Commitment to Service**

National Honor Society members are committed to service activities in the school and in the community.

Members will maintain involvement in the school service projects established and organized by the executive committee.

## **VII. Commitment to Service**

- A. National Honor Society members are committed to service activities in the school and in the community.
- B. Members will maintain involvement in the school service projects established and organized by the executive committee.
- C. The executive committee will actively pursue the organization of community service projects for the membership.
- D. Members will complete individual community service projects each semester and present documented verification of community service to the advisor according to the annual calendar in the student handbook.
- E. All members are required to complete a minimum of 12 (twelve) hours of community service per semester exclusive of school activities.
- F. Commitment to service is a condition of admission and a standard for maintaining membership in good standing.

## **VIII. Maintenance of Membership**

- A. National Honor Society members are expected to maintain the high standards of excellence in the areas of service, character and academics which they demonstrated in acquiring membership in the organization.
- B. Any student unable to maintain these standards will be subject to suspension and dismissal. Senior honor cords will also be withheld on a case by case basis.

## **IX. Loss of Membership**

### **A. Suspension:**

- 1. Any member placed on suspension by the advisor should consider their membership in the Honor Society to be at risk.
- 2. Any member placed on probation will be notified in writing.
- 3. In accordance with Article X of the National Constitution, suspended members will be given adequate time to correct the deficiency.
- 4. Cumulative academic averages will be examined by the advisor at the beginning of each semester as soon as the information becomes available from the guidance department.
- 5. Members whose cumulative averages fall below the academic standards under which they were admitted to the National Honor Society will be placed on immediate academic suspension and allowed one semester in which to regain academic eligibility.
- 6. Senior members placed on academic suspension at the start of the second semester will have until the end of the third term to regain academic eligibility.

7. Members failing to present documented verification of service hours completion by the scheduled date will be placed on suspension and given an additional semester to ensure that their service commitment is current and valid.

8. Any member who has not regained full membership status by the end of the suspension period will be subject to dismissal proceedings.

9. A National Honor Society member may only be on suspension one time even if it is a different violation.

**B. Dismissal:**

1. Dismissal from the Honor Society shall be determined by a majority vote of the Faculty Council and shall be in accordance with Article X of the National Constitution.

2. No member shall be subject to a dismissal vote without due process.

3. Prior to the dismissal vote being taken by the Faculty Council, the advisor will present the student with the following three options in writing:

Option 1: The student may request to appear in person before the Faculty Council and submit evidence, documentation, endorsement and testimony to clarify his/her inability to regain membership in good standing.

Option 2: The student may submit a letter of resignation from the National Honor Society, returning the NHS pin, membership certificate and membership card to the advisor.

Option 3: The student may elect to do nothing and wait for the Faculty Council to vote without benefit of his/her input.

4. Suspended students must respond in writing to the advisor indicating the option they have chosen.

**C. Immediate dismissal for violation of civil laws:**

In accordance with Article X of the National Constitution, National Honor Society members are subject to dismissal without prior warning in cases involving the violation of civil laws.

**D. Immediate dismissal for flagrant violation of school rules:**

In accordance with the National Constitution, National Honor Society members are subject to dismissal without prior warning in cases involving the flagrant violation of school rules. Such violations include but are not limited to suspension from school and the accumulation of 5 (five) office detentions during one academic year.

E. A majority vote of the Faculty Council for dismissal obligates the student to return the National Honor Society pin, membership certificate and membership card to the advisor.

F. Students who are dismissed from the National Honor Society will not be considered for readmission.

**X. Revision**

**A. This chapter shall conform to all provisions of the National Constitution.**

**B. These by-laws may be amended by a majority vote. An amendment must be presented to the organization at least one month before the meeting at which it is to be voted upon.**

Adopted October 2004