

*Brocktonia Chapter
of the
National Honor Society*



Handbook

National Honor Society



Official Insignia

Official Colors Blue and Gold

Official Motto - *Noblesse Obligue* - nobility obligates

meaning that, your position in the National Honor Society obligates you to uphold it's standards and bring honor to the society of which you are a member.

National Honor Society Pledge

Being aware of the honor
which is being bestowed upon me.
By my election to membership in the
National Honor Society
I do hereby pledge loyalty to this organization.
It shall be my earnest purpose to give
unsparingly of my time and energy toward the promotion of all school activities.
I will strive to be at all times a model student
and will never knowingly
bring reproach upon my school.
I pledge myself
to uphold the high purpose of this Society
to which I have been elected,
Striving in every way
By word and deed
To make its ideals
The ideals of my school and my life.

TABLE OF CONTENTS

<i>Introduction to the National Honor Society</i>	<i>1</i>
<i>Brockton High School Selection Criteria for Admission.....</i>	<i>2</i>
<i>Brockton High School Application for Admission to NHS.....</i>	<i>5</i>
<i>Brockton High School By-Laws</i>	<i>16</i>
<i>Brockton High Service Logs</i>	<i>19</i>
<i>Brockton High School Probationary Letter and Verification form</i>	<i>22</i>
<i>National Honor Society Constitution</i>	<i>24</i>

Introduction to Brockton High School Honor Society

Every local chapter of the National Honor Society must have a set of guiding principles by which to operate. The by-laws and regulations set forth in this manual have been formulated to ensure that members of the Brocktonia Chapter of the National Honor Society uphold the rigorous standards of the National Honor Society and to serve as models of excellence to other students.

These by-laws are consistent with the National Honor Society Constitution and clarify the operating procedures of the school's chapter. This handbook has been approved by both the Brockton High School NHS Faculty Council and Principal.

Each member of the Honor Society will receive a handbook upon acceptance into the Honor Society and should acquaint themselves with the contents of this booklet.

Best wishes to new inductees as we begin a new school year!

Very truly,

Susan Szachowicz, Ed.D., Principal

Karen A'Hearn, Advisor

2009-10 Faculty Council:

*Mr. Matthew Crowley, Housemaster
Mrs. Jean Foley, Math
Mr. Kevin Haughey, English
Ms. Judith Kavanagh, Social Science
Ms. Catherine Leger, Director of Guidance
Ms. Denise Logan, Science
Mrs. Stacey Medina, Social Science
Mr. William Millerick, Asst. Housemaster*

*Mr. Charles Russell, Math
Ms. Jean Ryan, Housemaster
Ms. Eleri Merrikin, Science
Ms. Joan Williamson, Guidance
Mrs. Deirdre Smith, English
Mrs. Joyce Voorhis, Science*

Brockton High School National Honor Society Selection Criteria

The new selection criteria for NHS will be based on a point system that evaluates students' performance according to the four criteria: scholarship, character, leadership, and service. In addition, points are awarded for students' extra-curricular activities, paid or non-paid work and the personal statement. The NHS Faculty Council will examine students' applications and score the applications using the point system. In order to be accepted students must obtain a **total of 14 points with at least 1 point in service and 1 point in leadership**. The selection committee will use the following criteria when applications are read and evaluated. As there is a minimum academic requirement to be eligible for the National Honor Society and the applicant has already met the scholarship criteria, this criterion is not a part of the point system.

Leadership: The student who exercises leadership:

- Is resourceful in solving new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Is able to delegate responsibilities
- Exemplifies positive attitudes and inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in the school or community activities
- Is thoroughly dependable in any responsibility accepted.

Students who demonstrate defined leadership roles and/or responsibilities in a school related activity such as a sport or club, or in a community organization or project will receive a maximum point total of:

- 4 -- student demonstrates outstanding and varied leadership experience for 2 or more years.
- 3 -- student demonstrates leadership experience for 2 years.
- 2 -- student demonstrates some leadership experience for 1 year.
- 1 -- student demonstrates minimum leadership experience for less than 1 year.
- 0 -- student demonstrated no leadership experience

Service: The student who serves:

- Volunteers in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged;
- Volunteers 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 on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to offer their time to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint

Students who demonstrate examples of ***substantial voluntary*** contributions made to the school or community without compensation will receive a maximum of:

- 4 -- Student has completed 20 hours or more of community service per year;
- 3 -- Student has completed 15-19 hours of community service per year.
- 2 -- Student has completed 10-14 hours of community service per year.
- 1 -- Student has completed 5-9 hours of community service per year.
- 0 -- Student has completed no community service.

Character:

Students who demonstrate good character by upholding morality, ethics, and honesty while showing courtesy and concern for other individuals will receive the following points:

- 4 -- A in department throughout high school and teacher writes a strong statement that highly recommends student.
- 3 -- Less than A in department for one term, teacher writes a strong recommendation and student addresses department in statement.
- 2 -- A in department and teacher writes a non-convincing recommendation.
- 1 -- Less than A in department for one term, teacher writes a non-convincing recommendation and student addresses department in personal statement.
- 0 -- No teacher recommendation

*Any student who has any documented violation of these principles or school policies by the teaching staff or administration **may** be in jeopardy of not being admitted into NHS.*

Paid or Non-Paid Work Experience:

Students who have a job for which they received a salary or any other form of payment, or who have performed any unpaid work for family members will receive the following points:

- 4 -- student performs over 10 hours a week of paid or non-paid work at one or more jobs for more than 1 year.
- 3 -- student performs over 10 hours a week of paid or non-paid work at one or more jobs for 1 year.
- 2 -- student performs between 5 and 10 hours a week of paid or non-paid work at one or more jobs less for one year or two summers.
- 1 -- student performs either paid or non-paid work consistently during one summer
- 0 -- No paid or non-paid work.

Extra Curricular Activities:

Students involved in a school extra-curricular activity such as a club or sport or in a community related activity will receive a maximum point total of:

- 4 -- for 2 or more activities with excellent attendance.
- 3 -- for 2 or more activities with good attendance.
- 2 -- for 1 activity with good attendance
- 1 -- for 1 activity with moderate attendance
- 0 -- for no extra-curricular activities

Excellent attendance is close to perfect attendance with no more than 2 absences; good attendance is 3-4 absences and moderate attendance is 5-7 absences.

Personal Statement:

Students who explain how scholarship, character, leadership, and community service relate to his or her life will receive a maximum point total of:

- 2 -- Student writes an excellent personal statement. Statement clearly demonstrates the importance of character, leadership, community service, and scholarship to the student. Essay demonstrates care and thoughtfulness and contains correct spelling and grammatical structure.
- 1 -- Student writes an adequate personal statement. The Statement somewhat demonstrates the importance of character, leadership, community service, and scholarship to the student.
- 0 -- No personal statement included.

Application:

The Faculty Council of the National Honor Society considers the application to be of utmost importance. Acceptance into the National Honor Society depends, for the most part, on the information conveyed in the application. Therefore, the Faculty Council advises that each applicant take great care when completing the application. The information presented as evidence is for high school years only. The committee reminds the applicant that his/her application must:

- - evidence forethought and planning
- - exhibit neatness, consistency, and clarity
- - contain correct spelling and grammatical structure
- - essays must be typed
- handing in a completed application that includes: 2 essays (personal statement and inspirational teacher), letter of recommendation
- Contains all necessary signatures and phone numbers

Ineligible Applicants:

Students *may* be denied acceptance into NHS for the following reasons:

- Handing in application after the designated deadline
- Omitting sections of the application.
- Having no phone numbers and/or verifying signatures.
- Missing the required recommendation.
- Violating a school policy as determined by the BHS administration.

NOTE:

*You must be clear and thorough in your explanations of service and leadership in order to earn points for your work.

**If you participated in an activity that you believe fulfills the service or leadership requirement, but does not cover the period of time make sure you still include that activity. The faculty selection committee may give credit for work that is concentrated over a shorter period of time.

APPLICATION TO THE NATIONAL HONOR SOCIETY

NAME _____

REGISTRATION ROOM _____

CLASS OF _____

DEADLINE _____

BROCKTONIA CHAPTER NATIONAL HONOR SOCIETY

I. ADMINISTRATIVE INFORMATION: (please type or print.)

NAME _____ YOG _____ REG. RM. _____

ADDRESS _____

TELEPHONE NUMBER _____; EMAIL: _____

I have completed _____ semesters at Brockton High School.

Other than Brockton Public Schools, what other schools have you attended? _____

Will you be able to attend all meetings of the Chapter? _____

Meetings are held on Mondays at 2:00 p.m.

Do you understand fully that community service is a requirement of membership? _____ In other words, your community service must continue after your induction into the National Honor Society.

Department-Citizenship Grades:

GRADE	TERM 1	TERM 2	TERM 3	TERM 4
9				
10				
11				

Your Assistant Housemaster and Guidance Councilor must verify your department grades with their signatures.

Assistant Housemaster: _____

Guidance Councilor: _____

This application must be completed and returned to the NHS advisor by the established **deadline**. No late forms will be accepted. Completion does **NOT** guarantee selection.

Letter of Recommendation. Attach a letter of recommendation from a high school teacher who can speak about your candidacy to the NHS.

Inspirational Teacher: Attach a typed short essay in which you identify and describe one teacher who assisted you in developing your ideals of scholarship, leadership, service, and/or character.

Personal Statement: Attach a typed essay in which you make a personal statement regarding your candidacy in the National Honor Society. Within this statement, explain how scholarship, character, leadership, and community service relate to you life.

III. LEADERSHIP ACTIVITIES:

List all elected or appointed leadership positions held in the school or community. List only those positions in which you were responsible for directing or motivating others. For example, committee chairperson, team captain, newspaper editor, elected class or club officer, or community leader are leadership positions. Make sure that you document your participation by providing a signature of the adult advisor of the activity or organization.

LEADERSHIP POSITION	YEAR				ACTIVITY OR ORGANIZATION	SIGNATURE OF ADULT ADVISOR
	9	10	11	12		

IV. COMMUNITY ACTIVITIES:

List community activities in which you have participated and note any major accomplishments in each. These should be any activities outside of school (with the exception of peer tutoring and Key Club) in which you participated for the betterment of your community. Religious groups, sponsored clubs outside the school, Boy or Girl Scouts, volunteer groups and volunteer work experience all qualify as community activities.

You must be specific as to the number of hours. For example, write 10 hrs. per week or 10 hrs. per year. The **signature of an adult sponsor is required**, along with the telephone number where the person can be reached.

COMMUNITY ACTIVITY	YEAR				# OF HOURS	DESCRIPTION OF SERVICE (be specific)	SIGNATURE AND TELEPHONE NUMBER OF ADULT SPONSOR.
	9	10	11	12			

COMMUNITY ACTIVITIES:

COMMUNITY ACTIVITY	YEAR				# OF HOURS	DESCRIPTION OF SERVICE	SIGNATURE AND TELEPHONE NUMBER OF ADULT SPONSOR.
	9	10	11	12			

V. PAID OR NON-PAID WORK EXPERIENCE:

List below any paid job experience for which you received a salary or any other form of payment for your work or any non-paid work for which you performed services for family members.

Document your job experience by providing the signature of your employer or an adult supervisor.

JOB	YEAR				# OF HOURS	DUTIES	SIGNATURE OF EMPLOYER
	9	10	11	12			

VI. AWARDS:

List below any honors, awards, or recognitions that you have received which support your bid to be selected for membership in the National Honor Society.

RECOGNITION AND AWARDS	YEAR				EXPLANATION OF AWARD OR RECOGNITION
	9	10	11	12	

VIII. INSPIRATIONAL TEACHER:

Select a favorite teacher and write a short essay that describes this person and relates how this person influenced you in the areas of scholarship, character, leadership, and community service.

IX. PERSONAL STATEMENT:

Attach a typed essay in which you make a personal statement regarding your candidacy in the National Honor Society. Within this statement, explain how scholarship, character, leadership, and community service relate to your life.

Brocktonia Chapter By-laws

Article I - Name of the Organization:

The name of this organization shall be the *Brocktonia* Chapter of the National Honor Society.

Article II - General Purpose of the Group

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Brockton High School.

Article III - Membership Induction

Membership in the National Honor Society is both an honor and a responsibility. Membership is open to those students in the 11th and 12th grade who have maintained a 3.55 overall grade point average and to only those viewed by the faculty council as prospective students who will enhance the chapter as a whole. Students who qualify on grades will be invited to apply for membership at the beginning of the school year. Performance in areas of leadership, service, and character will also be taken into consideration. Applications will be reviewed by the faculty council and new members will then be formally inducted into the *Brocktonia* chapter of the National Honor Society.

Section 1 - Dues are to be paid to the club treasurer. Dues are \$ 10.00 for all new inductees. The membership may vote at the end of the academic year on the amount of the dues, if any, for the following year, not to exceed \$10.00.

Section 2 - As an inductee, you are responsible to read the National Honor Society Handbook prior to induction and uphold its contents faithfully.

Article IV - Membership Requirements

To continue as a member in good standing, the following criteria must be met:

Section 1 - Character - Members shall exhibit the highest standards of moral character and shall serve as role models to fellow students. Society members shall deal with both teachers and fellow students in a respectful manner and shall follow established school policies as outlined in the Brockton High School Student Handbook. Any infractions may result in probation. Serious offenses such as fighting, possession of any illegal substance or object, vandalism, hazing, sexual harassment, physical, verbal or written threats, or any other major offense shall be dealt with through the principal's office and shall likely result in immediate dismissal, whether or not a standing probation is already in effect.

Section 2 - Scholarship - A 3.55 overall grade point average must be maintained. Members who fail to maintain the minimum GPA will be notified verbally and in writing and will have one semester to bring up their GPA. Failing to bring up the GPA to 3.55 will result in dismissal.

Section 3 - Leadership - Students should exhibit the characteristics of a leader such as attitude, effort, and the willingness to serve others.

Section 4 - Service - A minimum of 20 service hours must be achieved each year with at least 10 hours each semester. First semester service hours should be turned in to the Secretary no later than one week into the new semester. Service hours for the second semester should be turned in no later than the last week of school. Service hours completed during the summer vacation and school breaks will be tracked by the secretary and added to your overall service hour total. All service hours should be completed on a voluntary basis as a service to the society, school or community and not for monetary gain. All service projects must have approval by the advisor and the principal before hours will be granted, and all group projects must be submitted in writing, giving the names of group members and what their specific jobs will be. Failure to turn in service hours in a timely manner may result in the requirement of additional service hours and possible probation.

Section 5 - Attendance - Meetings are held on Mondays after school. As a member, you are required to attend meetings. If you are going to be absent for more than 1 meeting, you must notify the advisor in writing. Failure to attend meetings on a regular basis may result in probation.

Section 6 - Probation and Dismissal Procedures - Members may be placed on probation and dismissed for poor deportment, insufficient community service and leadership positions, poor or no attendance at meetings and falling below the minimum GPA. Members are only provided one probationary period. Members placed on probation will receive a written notification of their deficiency and a period of time to remedy the deficiency. At that time the probation will be reviewed by the faculty council.

The faculty council and/or the principal has the right to review any probation and dismissal. A written appeal must be filed with the faculty council requesting a hearing before the Principal within two weeks of a probation or dismissal. A hearing will be granted if due process is to be considered, otherwise, decisions stand on their own merit. Membership is open to the student only once. Students who are dismissed or resign membership will not be allowed to reenter the society.

Article V: Faculty Council. The Advisor invites faculty members, with the approval of the Principal, annually to serve on the Council for the academic year. The Council's responsibilities include: review and approval of all Chapter's procedures; review membership applications to the *Brocktonia* Chapter; probation and dismissal procedures,

including hearings and appeals; nomination of seniors for the National Honor Society scholarship and Community Service Award.

Article VI - Officers of the Chapter

The chapter officers shall consist of a president, vice-president, secretary, and treasurer. The officers are to be elected by the membership and are to provide a role model to the members and the student body. The officers may create temporary subcommittees, as they deem necessary, with the approval of the Chapter Advisor.

Article VII - Scholarship Nomination

National Honor Society members who exhibit outstanding scholarship, leadership, service, and character may be eligible in their senior year to be nominated to compete in the National Honor Society Scholarship Awards Program. The chapter advisor each year receives information concerning the procedures for determining eligibility. Nominations are not based on need, nor on any one criterion. Rather, the Faculty Committee identifies students who are outstanding in the four qualities of scholarship, leadership, service, and character. Information concerning the number and value of scholarships, eligibility rules, and application data is sent by the National Honor Society to the chapter advisor in December. Winners are announced in the spring.

Article VIII - Community Service Award

National Honor Society members who perform over 30 hours of community service each year as a member of the *Brocktonia* National Honor Society will be eligible in their senior year to be nominated for the *Brocktonia* Chapter's Community Service Award. The faculty council will evaluate a senior's service based on the amount, consistency and quality of the Community Service. The winner will receive the community Service award in the Spring at Senior Awards Night.

Name: _____ RR: _____ YOG: _____

NHS Out-side Community Service Proposals

Directions: Fill out this form prior to completing any outside community service projects and submit to NHS Advisor for approval to count outside hours toward your NHS community service hours. Once approved attached this to your outside community service sheet when you pass in at end of semester.

Name of Service Group/Club/Person associated with the service:

Who is your direct supervisor/advisor for this service project? (full name and phone number or email)?

Describe what you will be doing on this service project?

Estimated amount of time for service project: (If this is an on-going service project, give estimate of amount of time per week spent performing community service).

Advisor's Approval

Date: _____

To:

From: Ms. A'Hearn, NHS Advisor

RE: NHS Membership Warning

To: NHS Member:

Induction into the National Honor Society is based on outstanding scholarship, character, leadership and service. Once selected, members must continue to demonstrate these qualities by maintaining at least a 3.55 GPA, attending weekly NHS meetings, performing community service, and/or taking some kind of a leadership position within the society.

Based on your attendance and service records, your membership in NHS is threatened due to the following deficiencies:

- _____ Poor deportment (Character)
- _____ GPA has dropped below the requirements set forth by NHS (Scholarship)
- _____ Insufficient community service (Service)
- _____ Insufficient leadership positions (Leadership)
- _____ Poor attendance at NHS meetings

Therefore, in accordance with Section 2 of Article X of the National Honor Society Constitution (Discipline and Dismissal clause), effective immediately, your membership in the NHS has been placed on probation until _____. This will provide you enough time to address the deficiencies marked above.

At the end of _____, you will be called before the faculty council to present evidence of your work and they will make a recommendation regarding your continued membership in the National Honor Society. In case of dismissal, you will have the right to a hearing before the council and/or the principal.

If you have any questions or concerns, please contact me in the Red Social Science office.

Regards,

Ms. A'Hearn, NHS Advisor

CC: Faculty Council
Dr. Szachowicz

**Brockton High School
National Honor Society
Warning Letter Verification**

I, _____, do hereby affirm that I have received and read the National Honor Society of Brockton High School's warning letter outlining my probation in the society. I understand that I have until _____ to correct deficiencies outlined in the letter.

Student Signature

Date

Parent/Guardian Signature

Date

Constitution of the National Honor Society
(Revised: May 2002)

The text below is the national constitution under which all NHS chapters operate. Local chapters of NHS are given authority to vary from some sections of this document, for example, they may set the Scholarship requirement at a level above the stated 3.0 national minimum standard as long as this new standard is applied fairly and consistently. The limits of the chapter's authority are described in the national handbook, a copy of which has been provided to the chapter adviser of every duly affiliated chapter (fall 1997). Additional copies of the handbook can be obtained by contacting the NHS Sales office at (866) 647-7253.

Persons noting a difference between the guidelines below and those in use at the local level should first direct their concerns to the local chapter adviser (a member of the school's faculty assigned to this role by the building principal), to seek clarification of the local policies. Chapters can share local bylaws or selection procedures to assist in making this clarification. Any local policies found to be out of compliance with the national constitution should be adjusted and may, if necessary, be brought to the attention of either the school principal or the national office.

Contents:

ARTICLE I	NAME AND PURPOSE
ARTICLE II	THE NATIONAL COUNCIL
ARTICLE III	STATE/REGIONAL ORGANIZATIONS
ARTICLE IV	LOCAL CHAPTERS
ARTICLE V	THE PRINCIPAL
ARTICLE VI	THE CHAPTER ADVISER
ARTICLE VII	FACULTY COUNCIL
ARTICLE VIII	MEMBERSHIP
ARTICLE IX	SELECTION OF MEMBERS
ARTICLE X	DISMISSAL
ARTICLE XI	CHAPTER OFFICERS
ARTICLE XII	EXECUTIVE COMMITTEE
ARTICLE XIII	MEETINGS
ARTICLE XIV	ACTIVITIES
ARTICLE XV	OFFICIAL INSIGNIA
ARTICLE XVI	BYLAWS
ARTICLE XVII	AMENDMENTS

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

ARTICLE II: THE NATIONAL COUNCIL

Section 1. The control of this organization shall be vested in the National Council.

Section 2.* The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council and shall serve as treasurer of NHS. The director of the NASSP Department of Student Activities shall be an ex-officio member and shall serve as secretary of the National Council.

Section 3.* Members shall be appointed for a term of no more than three years.

Section 4.* Six members shall constitute a quorum of the National Council.

[Structure amended December 2001.]

ARTICLE III: STATE/REGIONAL ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations. The state principals' associations may form regional associations as defined by NASSP.

Section 2. Any state or regional association of National Honor Society chapters shall conform to this Constitution and shall work with the NASSP Department of Student Activities in furthering the purpose of this organization.

Section 3. All state and/or regional associations shall be affiliated with the National Honor Society.

Section 4. The state and/or regional affiliate shall not serve as an appeal board for local chapter nonselection or dismissal cases.

Section 5.* Bylaws of the state or regional associations must be approved by the secretary of the National Honor Society (Director of the NASSP Department of Student Activities) and must be consistent with this Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and the one for the National Honor Society). [See page 24 of the 1997 national handbook for clarification of this last provision of Section 1. Ed.]

Section 2. Each chapter shall pay a chartering fee determined by the National Council.

Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed ten dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the National Council. Failure to do so may result in the loss of the charter.

ARTICLE V: THE PRINCIPAL

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, 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.

ARTICLE VI: THE CHAPTER ADVISER

Section 1. The chapter adviser shall be responsible for the direct, day to day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office. Here is the current version of the Annual Report Form.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE VII: FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (See commentary on pages 18 and 19 of the 1997 national handbook regarding the functions of the Faculty Council.)

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

Section 3. 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 4. 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.

ARTICLE VIII: MEMBERSHIP

Section 1. Membership in local chapters 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. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. 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. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 6. A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE IX: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. (Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.)

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. 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 5. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE X: DISMISSAL

Section 1. The Faculty Council in compliance with the rules and regulations of the National Honor Society shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. (Ed. Note: This is considered "due process" for all members.)

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

Section 7. The National Council and NASSP shall hear no appeals in dismissal cases.

ARTICLE XI: CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Section 2. New officers shall be installed at a special ceremony.

ARTICLE XII: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee 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 chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE XIII: MEETINGS

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e., weekly, monthly, bimonthly) shall be designated in the chapter bylaws.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV: ACTIVITIES

Section 1. Each chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: To fulfill a need within the school or community to have the support of the administration and the faculty to be appropriate and educationally defensible; to be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. Each chapter shall publicize its projects in a positive manner.

ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

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

Section 3. Each active, graduate, or honorary member in good standing with the chapter 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 filed for registration with the United States Patent and Trademark Office and may not be copied by anyone.

Section 6. The motto of the National Honor Society shall be 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 XVI: BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like. (See pages 14 - 16 of the national handbook for additional information.)

ARTICLE XVII: AMENDMENTS

This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a majority of the members of the National Council.

The logos, names, abbreviations, and emblems of the National Honor Society, the National Junior Honor Society, and the National Association of Secondary School Principals are trademarks or property of NASSP registered with the United States Patent and Trademark Office, protected by federal regulations, and may not be copied or used without specific written permission from NASSP