

Article I: Name and Purpose

Section 1. The name of the chapter shall be the Northwood High School Chapter of the National Honor Society.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Northwood High School.

Article II: The Chapter Advisor

Section 1. The chapter advisor 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 advisor shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3. The chapter advisor shall regularly review each member for compliance with the National Honor Society standards and obligations.

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

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

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

Article III: 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 advisor, who may serve consecutive terms.

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

Section 4. The principal cannot serve as chapter advisor and is not a member of the voting Faculty Council.

Section 5. The principal cannot attend the Faculty Council meetings but entrusts the advisor and members of the Faculty Council with the authority over selection and dismissal.

Section 6. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Article IV: Faculty Council

Section 1. The Faculty Council shall consist of nine voting faculty members appointed annually by the principal. The chapter advisor shall be an ex-officio, non-voting, tenth member of the Faculty Council. No principal or assistant principal may be included on 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 (See Article VI, VII, & VIII).

Article V: Membership

Section 1. Membership in this chapter is an honor bestowed upon a student. Selection for membership is by vote of the Faculty Council and is based on outstanding scholarship, service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation; graduate members have no vote in chapter affairs. Candidates become members when inducted at a special ceremony.

Section 3. Eligibility:

- Candidates eligible for election to this chapter must be a second semester sophomore or a member of the junior or senior class. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Northwood High School.
- Candidates eligible for selection to membership shall have a minimum cumulative grade point average of 3.5 or 4.0 weighted. This scholastic level shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy.
- All students who are eligible scholastically shall be notified and invited to complete a student portfolio for further consideration for selection. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall be considered based on their service, leadership, and character.

Section 4. A NHS member who transfers from another school and brings a letter from the former principal to the new school adviser shall be automatically accepted as a member in the new school's chapter. Similarly, an active NHS member who transfers from Northwood High School will be given a letter indicating the status of his/her membership and signed by the principal or adviser. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. The description of the selection procedure shall be published on the school's website and be available to all students and parents of the school. The selection process shall be determined by the Faculty Council and shall be consistent with the rules and regulation of the NHS.

Article VI: Selection of Members

Section 1. The selection of members to this chapter shall be by majority vote of the Faculty Council consisting of nine faculty members appointed by the principal. The chapter adviser shall be the tenth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

Students' academic record shall be reviewed to determine scholastic eligibility

Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit an application for further consideration for selection.

The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

The faculty council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section 3. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

Scholarship

The scholarship requirement is a 3.5 or 4.0 weighted GPA based on a student's cumulative grade point average.

Leadership

The number of offices a student has held in school or community organization, also including effective participation in other co-curricular activities.

The student who exercises leadership:

- Exercises positive influence on peers in upholding school ideals
- 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, and in other school community actions
- Is thoroughly dependable in any responsibility accepted

Service

Any actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. Candidates applying for membership during their sophomore year must have completed 40 service hours,

junior applicant must have completed 50 service hours and senior applicants must have completed 60 service hours. Students coming from another school will be looked at on a case by case basis.

The 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 on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter scholastic competition
- Shows courtesy by assisting visitors, teachers and students

Character

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of 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:

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

Article VII: Non Selection of Members

Section 1. In cases of non-selection, special efforts should be made to explain the selection process to those students who are unhappy about the results of the selection process.

Section 2. Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society.

Section 3. Students or parents still not satisfied should take their discussion to the principal.

Section 4. The principal may hear appeals and overturn decisions only in cases of technical or procedural mistake. The professional and objective manner of the Faculty Council decision is otherwise final.

Article VIII: Officers

Section 1. The officers of this chapter, their duties, and the method of their election shall be available prior to elections.

Section 2. The officers shall be a president, vice-president, secretary, treasurer, and historian. In addition to the specific duties and responsibilities listed below, the officers shall assume other duties and responsibilities as required of their respective offices.

Section 3. It shall be the duty of the officers to attend executive board meetings.

Section 4. It shall be the duty of president to preside at all the meetings of this chapter, represent the chapter at public occasions, appoint necessary committees, and serve as ex-officio member on all committees, to delegate responsibilities to members. The president shall also work with the executive board in making decisions which will best benefit the chapter members and delegate duties to the best of his/her ability.

Section 5. It shall be the duty of the vice president to fill the chair of the president in his/her absence. In addition, the vice-president shall coordinate the activities of committees, all leadership projects, and group service projects, and collect a written report from each chair at the end of the project. The vice-president will also work with the president in assigning and accepting delegation of duties and see that these are carried out.

Section 6. It shall be the duty of the chapter secretary to keep accurate minutes of each meeting, a record of all business, all records on file, and conduct correspondence. The chapter secretary shall also submit a report of old and new business at executive board meetings.

Section 7. It shall be the duty of the treasurer to account for all expenses and handle the bank account.

Section 8. It shall be the duty of the historian to keep records of all NHS activities and events through the year in a scrapbook. It is also the historian's duty to update members of chapter activities and inform the public of the chapter's events via newspaper, school paper, announcements, etc.

Section 9. The majority of votes cast shall be necessary to elect any officer of this chapter.

Section 10. Removal of officers for violations of established school regulations and/or not upholding the standards of the NHS can be done only by the chapter adviser. The executive committee determines appointment of vacant office.

Article IX: Executive Committee

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

Section 2. The executive committee shall have general supervision of the meetings, affairs, and business of the chapter, make recommendations to the chapter, and determine and perform such other duties as are specified in the national 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 X: Activities

Section 1. Northwood High School chapter shall determine one or more service projects for each year. Each member must participate in individual service project(s) during the school year, which reflects the member's talents and interests.

Section 2. All members shall regularly participate in these service projects and activities.

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

Section 4. The chapter shall publicize its projects in a positive manner.

Article XI: Meetings

Section 1. Meetings of the Chapter shall be held every Monday

Section 2. This chapter shall conduct its meetings according to Robert's Rules of Order.

Section 3. All meetings shall be open meetings and shall be held under the sponsorship of the advisor.

Section 4. All members shall be required to attend the scheduled meetings and activities. Attendance will be taken and after 4 unexcused absences the member shall receive a written warning from the chapter advisor.

Article XII: Dues

Section 1. Annual Dues for this chapter shall be 20.00. Dues go toward chapter expenses.

Section 2. Dues will be payable to the treasurer within 30 days of the first yearly meeting.

Section 3. Membership will not be denied due to member's inability to pay. Students unable to pay must submit a letter.

Article XIII: Discipline and Dismissal

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Northwood High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the 3.5 or 4.0 weighted standard in effect when he/she was selected, the member shall receive a written warning from the chapter adviser and be given a reasonable amount of time to correct the deficiency. If the cumulative grade point average remains below standard at the end of the warning period the

student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the 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 at school or school-related activities.

Section 4. Offenders of the school code of conduct will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school code of conduct, the member may be dismissed.

Section 5. In all cases of pending dismissal:

(a) The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of the school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.

(b) The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal. The member has the opportunity to present his/her defense either in person or in writing. The faculty council will then vote on whether to dismiss. A majority vote of the faculty is needed to dismiss any member.

(c) The result of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents and principal, Dismissed members must surrender any membership emblems to the adviser.

(d) The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.

(e) 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.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article XIV: Amendments

Section 1. The bylaws may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the chapter's executive committee and that notice to members has been in writing at least one month prior to the meeting at which it is voted upon. The exemptions are Articles V, VI, and XIII (membership, selection, and dismissal) which were developed by the faculty council with the approval of the principal.

Section 2. Bylaws and amendments must be consistent with the Constitution of the National Honor Society.