

## **GUNNISON HIGH SCHOOL - Chapter By-Laws**

**Adopted Spring, 2015**

### **ARTICLE I: What is the National Honor Society?**

Section 1: The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. It is important to understand that chapter membership not only recognizes students for their past accomplishments, but challenges them to develop further through active involvement in school activities and community service.

Section 2: Membership is awarded by a vote of a faculty council, appointed by the principal, representing the faculty as a whole. Membership is "an honor bestowed upon a select group of students by the faculty council..." in accordance with the National Honor Society Constitution, and *is not* a right accorded the academically eligible student.

### **ARTICLE II: Selection Process**

Section 1: The Gunnison High School chapter of the National Honor Society has developed its selection procedure to comply with national standards and guidelines. Rules for selection for membership are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character.

Section 2: Who is Eligible? Juniors who are enrolled as full-time students at Gunnison High School and plan to continue through their senior year (not graduate early) are eligible for consideration as members. In order to be academically eligible, a student must have a cumulative grade point average of 3.5 or higher at the end of their sophomore year.

Section 3: Students who transfer in from another high school where they were selected as a member of National Honor Society and are in good standing in their previous school will be accepted into Gunnison High School's chapter.

### **ARTICLE III: Steps in the Selection Process**

Section 1: In the fall of each school year, the chapter adviser confirms grade point averages with the guidance office and compiles a list of those students who meet or exceed the grade point average requirement.

Section 2: Academically eligible students in good standing will be given a letter inviting them to apply. They will also receive an NHS packet which includes information for those students who wish to continue the selection process. Included in the packet are:

- Instructions that detail the steps to be taken
- Letter to parent
- parent signature form
- examples of how to report service and leadership
- an example of the faculty evaluation of character

- Two forms for students to provide to adult members of the school or community who recommend the student for NHS based on leadership; the students will select two adults to complete this form and then it will be included in the application that is returned to the NHS adviser. Receiving the NHS Packet is in no way an indication or guarantee of future selection.

Section 3: A faculty survey is conducted and each potential member who submits an application is evaluated in the area of character. Faculty members will rate the students according to National requirements for character on a scale of 1-4:

- (4) Indicates that the student has exemplary character
- (3) Indicates that the student demonstrates most of the NHS characteristics of character
- (2) Indicates that the student demonstrates some of the NHS characteristics of character
- (1) Indicates that the student is lacking in character and serious consideration should be made regarding their candidacy.

Section 4: Candidates are compared with the entire student body, not with other candidates on the list.

#### Article IV: Selection Criteria

##### Section 1: Scholarship

Students must have a cumulative academic average of at least a 3.50 without rounding up.

##### Section 2: Leadership: The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles, and asking questions
2. Demonstrates initiative in promoting activities
3. Exercises influence on peers in upholding school ideas
4. Contributes ideas that improve the civic life of the school
5. Is able to delegate responsibilities
6. Exemplifies positive attitudes
7. Inspires positive behavior in others
8. Demonstrates academic initiative
9. Successfully holds offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
10. Is a forerunner in the classroom, at work, and in school or community activities
11. Is thoroughly dependable in any responsibility accepted.

##### Section 3: Service:

Service taken into consideration must have been performed after entering high school.

The student who serves:

1. Is willing to uphold scholarship and maintain a loyal school attitude
2. Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
3. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities
5. Cheerfully and enthusiastically renders any requested service to the school
6. Is willing to represent the class or school in inter-class and interscholastic competition
7. Does committee and staff work without complaint
8. Show courtesy by assisting visitors, teachers, and students.

Section 4: **Character:** The student of character:

1. Takes criticism willingly and accepts recommendations graciously
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
3. Upholds principles of morality and ethics
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability
6. Shows courtesy, concern, and respect for others
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
10. Actively helps rid the school of bad influences or environment.

Section 5: National guidelines prohibit any type of quota system for selection. There is no set number or percent of students who will be selected each year. Final decisions as to selection and non-selection are the determination of the NHS Faculty Council (with input from the information gathered from each candidate as well as input from the high school faculty). A majority vote of the Faculty Council is necessary for selection. The adviser and principal have no vote. Decisions of the Faculty Council are final, as per the National Constitution.

Section 6: According to national guidelines, "Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society." It is the practice of the Gunnison High School chapter that all information used by the advisers and Faculty Council during the selection process will remain confidential. However, the advisor will give general information to the parents and student concerning the reason(s) for selection or non-selection.

Section 7: Those students who are selected for membership will be "tapped" during the school day and parents are notified by mail of their selection with an invitation to the induction ceremony. Non-selection students are also notified.

#### **Article V: Faculty Council**

Section 1: The NHS Faculty Council shall consist of five voting faculty members appointed annually by the high school principal. Faculty Council members may serve more than one term. The chapter adviser(s) shall be ex-officio, non-voting member(s) of the Faculty Council, will provide information from the prospective members and faculty, and strive to keep the process fair and consistent. No principal or assistant principal shall serve as a member of the Faculty Council or attend the selection meeting as per the National Constitution. Decisions of the Faculty Council are final. The National Constitution has no appeal for non-selection.

Section 2: The Faculty Council is charged with final decisions regarding selection and non-selection of students for membership into the National Honor Society. Additionally, the Faculty Council determines the grade point average needed for selection, and reviews the policies and procedures of the chapter each school year. The NHS Faculty Council will review, make changes as needed, and vote to accept the By- Laws of the Bellbrook Chapter each year.

Section 3: The names of Faculty Council members will remain anonymous and will not be shared with any staff or faculty member, student, or parent. In addition, in order to maintain its anonymity, the Faculty Council has appointed the chapter advisers to represent it in matters of discipline of members.

#### **Article VI: The Chapter Advisers in the Selection Process**

Section 1: It is important for all prospective members, current members, and their parents to know that the chapter adviser does not determine membership in the chapter. Advisers do not have a vote in the meeting at which members are selected. The role of the advisers during the selection process is solely to collect and assemble information to be presented to the Faculty Council and to ensure a fair and consistent process. The chapter advisers can, however, participate in the process by completing Faculty Recommendation Forms and evaluating candidates with the remainder of the faculty. The adviser also acts as liaison between faculty, administration, members, and community. The chapter advisor shall regularly review each member for compliance with NHS standards and obligations.

#### **Article VII: Non-selection of Candidates**

Section 1: The excerpt below is from the National Honor Society handbook:

"Each year, National Honor Society (NHS) chapters undertake a process to select new members, and inevitably, some student candidates are not selected. For most NHS chapters, there is no formal appeals process required for non-selection, unless a local chapter decides to create one. Additionally, the NHS national office does not hear appeals of selection decisions"

"....Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society".

#### **Article VIII: GHS National Honor Society Appeal Process:**

Section 1: The principal must first determine that no technical or procedural mistake was made. Once that has been determined, upon request of the student, the principal can direct that the application be reconsidered:

- The Faculty Council can requested to review the application again
- The principal can determine that a new council should review the application
- The principal can request that the application receive a "blind" review in which the council does not know the name of the applicant.

#### **IX: Article Induction of New Members**

- all new members must attend an induction ceremony
- Induction will occur in December of each year

#### **X: Transfer of Membership**

Note: The NHS constitution states: "A National Honor Society member who transfers to another school and brings a letter from the principal or adviser shall automatically be accepted as a member of the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership." (Article VIII, section 6)

Section 2: The GHS Chapter will hold a meet for all interested students to attend during their freshmen and sophomore years to receive instructions on planning ahead

**Section 3: Interested students should:**

- Be careful to maintain good grades. A cumulative grade point average of 3.5 (with no rounding) is required in order to be considered for membership.
- Keep track of extra-curricular school-related activities and out-of-school activities in the community that they are involved in since the beginning of the freshman year.
- Document community service activities in which they participate in both the school and the community since the beginning of the freshman year.
- Maintain good character in and out of the school, making prudent decisions that demonstrate the student's commitment to a responsible, outstanding character. Decisions and actions made during freshman and sophomore year will influence consideration for membership as a junior. Violations of school rules do not automatically disqualify a candidate from NHS membership, but the information is closely considered by the NHS Faculty Council in the selection process. If you have violated school rules, be prepared to address the circumstances in the required essay and include what you have learned from the experience.
- Assume leadership roles in extracurricular activities. Run for office in activities or clubs, become team captain and assume as many leadership roles as the student can successfully manage.
- Act and serve as a leader in the classroom and the school. Leadership not only includes leadership positions, but acting like a leader as well.
- Contact the chapter adviser at the high school with any questions or concerns.

**XVI: Officers – see NHS handbook for specific descriptions**

Section 1: At the end of each year, the members will nominate and vote for the President, Vice President, Secretary, and Treasurer of the chapter for the proceeding year. Nominees are members who must be in good standing. Officers are elected by a majority vote with at least two-thirds of the members present.

## **XII: Obligations of National Honor Society Members (see Appendix A)**

Section 1: One of the main purposes of the National Honor Society is to render service to the school and community. The society seeks students who are willing to give their time for the benefit of others as active members. National Honor Society is more than an academic honor roll; all four criteria for selection are considered equally. Members are carefully chosen because of their proven track record in all four membership criteria. Once selected, members are required to maintain the criteria that warranted their selection and, in fact, assume additional responsibilities in order to uphold the honor that comes with being a member. National Honor Society members are expected to be leaders in the school and community. Students who wish to be members of the National Honor Society simply because of the "title" that accompanies membership should seriously reconsider their intentions.

Section 2: Gunnison High School National Honor Society members are responsible for the following requirements in order to maintain good standing:

- Maintain a GPA of 3.5
- Make good decisions in and out of school to support an outstanding character and leadership
- Take on leadership roles
- Participate in quarterly NHS group service projects
- Complete a minimum of 8 hours individual service per quarter FOR NON-PROFIT organizations while a member of GHS NHS
- Regularly attend monthly chapter meetings

## **Article XIII: Member Resignation**

Section 1: A member who resigns from NHS will never again be eligible for membership or its benefits. Resignation from the Honor Society should involve the submission of a written statement by the resigning member that is dated and signed by both the student and his or her parent(s). Verbal resignations are generally insufficient to end membership. Students contemplating resignation should be informed of the ramifications of their resignation.

## **Article XIV: Dismissal – See Appendix B**

Section 1: A dismissed member must surrender the NHS emblem, membership card, and the membership pin to the chapter advisor. If a member is unwilling to do this, the matter is treated as a school disciplinary matter.

Section 2: A student who is dismissed or resigns will never again become a member of the National Honor Society.

Section 3: An automatic dismissal occurs if an NHS member is arrested and convicted or caught by a school or public official abusing drugs or alcohol or being under the influence of either.

## **Article XV: Prospective Members: Planning Ahead**

Section 1: Students who anticipate being eligible for membership in the National Honor Society in their junior are encouraged to begin planning for the process early in their high school careers. It is recommended that students who think they might be eligible should begin keeping records and recording information at the start of their freshman year at Gunnison High School.

APPENDIX A  
NATIONAL HONOR SOCIETY STANDARDS  
GUNNISON HIGH SCHOOL CHAPTER

1. Meetings:           \* Members must attend monthly meetings.  
                          \* **One** unexcused absence will result in probation  
                          \* **Two** unexcused absences will result in being dropped from membership  
                          \* Members requesting EXCUSED absence from a meeting must check with the adviser before the meeting  
                          \* Excused absence from school is considered excused from the meeting
  
2. Scholarship:       Each member must maintain a minimum 3.50 cumulative grade point average
  
3. Service:           \* Each member shall have the responsibility for choosing and participating in service projects that reflect his/her interests and talents. This is in addition to the quarterly group service project.  
                          \* At the end of each quarter, each member shall submit community service record sheet(s) that verify **eight** hours of service. These hours cannot include hours spent in service requirements for a class or receiving pay.
  
4. Character:         \* A breach of conduct at GHS, at school-sponsored activities away from campus, or in the community will result in disciplinary action. This may be a letter of warning, probation, or dismissal from NHS, depending on the severity of the action.  
                          \* The Faculty Council is responsible for determining this action.
  
5. Leadership         \* Leadership shows itself in everything done in school and out. It shows itself in the three categories listed above. It is not necessary to be elected an officer to demonstrate leadership.

NHS officers and sponsors will be responsible for monitoring all NHS members on the standards listed above at least once each quarter (nine weeks).

**APPENDIX B  
NATIONAL HONR SOCIETY DISMISSAL POLICY  
GUNNISON HIGH SCHOOL CHAPTER**

Members who fall below the standards, which were the basis for their selection (see Appendix A), shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency.

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

In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

A dismissal shall be determined, by the Faculty Council, and in compliance with the national rules and regulations of the National Honor Society.

In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.

A member who has been dismissed, may appeal the decision of the Faculty Council under the same rules for disciplinary appeals as apply to the school district.

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

A member who is dismissed, or requests to leave NHS, is never again eligible for membership or it's benefits.