

Constitution of the Windham High School Chapter of the National Honor Society

Article I: Name and Purpose

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

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

Article II: Membership

Section 1: Membership in this chapter is an honor upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Windham High School.
- c. Candidates eligible for selection to the chapter shall meet academic requirements by maintaining a minimum cumulative high school GPA of 3.7.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates will then be considered based on their service, leadership, and character (see appendix on character, service, and leadership for further detail).

Article III: Selection of Members

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal and the advisor. The chapter advisor shall be the sixth, non-voting, ex officio member of the Faculty Council.

Section 2: The selection process shall be as follows:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Application for further consideration for selection. It must be submitted by the deadline noted on the Form, to be considered for membership.

- c. The faculty shall evaluate scholastically eligible candidates using the official evaluation form provided by the chapter advisor.
- d. The Faculty Council shall review the Student Application and faculty evaluations based on character, service, and leadership in order to determine membership.

Section 3: The selection of new members shall be held once a year during the first semester of the school year, except for the inaugural induction, which will take place in the Spring of 2011.

Section 4: Candidates become members when inducted at a special ceremony. Before induction, students must submit a signed Student/Parent Agreement Form stating that they have read the constitution of the Windham High School NHS.

Section 5: Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

- a. Maintaining a minimum cumulative GPA of 3.7.
- b. Participating in the required amount of NHS sanctioned service projects.
- c. Continuing to participate in a leadership role.
- d. Continuing to display outstanding character traits (honesty, integrity, respect, etc.).

Section 6: An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal and/or chapter advisor.

Section 7: An active member of the National Honor Society who transfers to this school will be accepted for membership in this chapter, upon furnishing a letter from their previous school verifying their good standing. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

Article IV: Discipline and Dismissal

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service that were the basis for their selection, may be considered for dismissal from the Windham High School chapter of the National Honor Society. The member shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

- a. If a member's cumulative GPA falls below the standard in effect when he or she was selected 3.7, he or she will be given a written warning and one quarter for improvement; this will be considered a probationary period. If the cumulative GPA remains below

standard at the end of one quarter, the student will be dismissed immediately.

- b. If a member fails to perform any of the required duties and obligations of NHS, such as, but not limited to, service projects and maintaining a leadership role, the student will be given a written warning and one quarter for improvement. If the obligation remains unmet at the end of one quarter, the student will be subject to further disciplinary action by the Faculty Council, which may result in dismissal from the chapter. Please see Article VII, Section 2 for specific service project requirements for members.
- c. Members are expected to attend all monthly meetings. If a member misses one monthly meeting (unexcused only), they will be issued a probation letter. If a member misses a second monthly meeting (unexcused only), they will have to appear before the Faculty Council for a hearing and face possible dismissal.
- d. 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, bullying, cyber-bullying, etc. Additionally, members who are under the influence of drugs or alcohol, *or* associated with/in the presence of those who are illegally participating, possessing, or selling drugs or alcohol *will* be dismissed.
- e. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, cutting class, etc.) will receive written warning notification of a hearing before the Faculty Council that may lead to dismissal.

Section 2: In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor or Faculty Council. The member and advisor will discuss the written notification in a conference. Situations that involve violations of school rules or the law can warrant disciplinary action without a written warning or probationary period, although a hearing must be held.
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results 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 advisor.
- 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 or she is no longer a member and may not be reconsidered for membership in the National Honor Society or its benefits.

Article V: Officers

Section 1: The officers of the chapter shall be president, vice president, secretary, and treasurer, historian, and junior representative.

Section 2: Student officers shall be elected at the last meeting of each school year, with the exception of the junior representative, who will be elected the second meeting after the induction ceremony. With the exception of junior representative, All returning active members are eligible to run for a position as an officer. Only members of the junior class are eligible to run for junior representative. All active members of the chapter are eligible to vote.

Section 3: A majority vote shall be necessary to elect any officer of this chapter. In order for the vote to be official, a quorum of one more than 50% of voting members need to be present. Any member eligible to vote who is absent has until the next day to submit their vote. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings for this chapter. The president will also meet with the advisor before scheduled meetings to discuss the agenda. In addition, the president will meet with the principal and the advisor annually. The president is in charge of creating and following through with service projects and fund raisers.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. The vice president also assists the president with service projects and fund raisers. At scheduled meetings, the vice president takes attendance and reports attendance to the secretary.

Section 6: The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence, written or electronic. The secretary also takes attendance at scheduled meetings and keeps track of members' attendance. Finally, he or she also helps the president and vice president with fund raisers and service projects.

Section 7: The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. He or she will also assist the other officers with fund raisers and service projects.

Section 8: It shall be the duty of the historian to preside at the meetings for this chapter. The historian will also meet with the advisor before scheduled meetings to

discuss the agenda. The historian is in charge of documenting meetings, service projects, and fundraisers for the reference of future society members.

Section 9: It shall be the duty of the junior representative to preside at the meetings for this chapter. The junior representative will also meet with the advisor before scheduled meetings to discuss the agenda. The junior representative is in charge of discussing with first-year members and proposing service projects and fundraisers.

Section 10: Officers may be removed from office if they are not completely fulfilling their obligations and duties associated with that position. This decision will be made by the principal, advisor, and the Faculty Council. Any violation of school rules or the law may result in dismissal not only from office, but from NHS as well.

Section 11: If at any time during the year, any of the four offices becomes vacant, a special election shall be held. Any special election is subject to the same rules as a regular election.

Article VI: The Executive Committee

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

Section 2: The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Article VII: Meetings

Section 1: Meetings of this chapter shall be monthly.

Section 2: All chapter members are expected to attend all regularly scheduled chapter meetings. Two unexcused absences will lead to a hearing before the Faculty Council.

Article VIII: Service Projects

Section 1: The chapter shall determine four or more distinct service projects for each year.

Section 2: All returning members shall regularly participate in a minimum of three projects each year, one of which must be a long-term project. Students who are inducted as new members, will be required to participate in a minimum of either one long-term or two short-term distinct projects before the end of the school year. A long-term project is defined as one that meets multiple times throughout the year, prior to the actual event.

Section 3: These 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: Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests, and as approved by the chapter advisor. This is in addition to the chapter projects to which all members must contribute.

Article IX: Emblem

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the National Honor Society emblem.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

Article X: Dues

Section 1: Annual dues for this chapter shall be \$15.

Article XI: Powers

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

Section 2: The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: These bylaws are designed to supplement provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

Article XII: Amendments

Section 1: These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and

discipline), which are 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.

Drafted	March 2010
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