

East Wake Academy National Honor Society



Chapter Bylaws

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ARTICLE I NAME

The East Wake Academy Chapter of the National Honor society of East Wake Academy is established to promote recognition of students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. The honor society member will be willing to use talents and skills for the improvement of the society.

ARTICLE II PURPOSE

The purpose of this chapter is to create enthusiasm for scholarship, to encourage excellence in leadership, to stimulate a desire to render service, and to develop high character in its members.

ARTICLE III SOURCE OF SPONSORSHIP

The sponsorship and supervision of this chapter shall be under the guidelines provided by the National Honor Society which is under the direction of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, Virginia 22091

ARTICLE IV 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 chapter adviser(s), 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 V THE CHAPTER ADVISER(S)

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

Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions.

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

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

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

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

ARTICLE VI FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser(s) 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.

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

Section 3. The faculty committee shall meet at least once a year to select members.

Section 4. The faculty committee shall meet when requested by principal or adviser(s) to consider non-selection, dismissal, other disciplinary actions, and warning cases.

ARTICLE VII MEMBERSHIP

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by faculty evaluations and a final review of the prospective member's application by the Faculty Council. Final selection is based on outstanding scholarship, character, leadership, and service, and the prospective inductees' responsibility to complete required selection material. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active 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 committee shall reserve the right to award honorary membership to school officials, principals, and teachers, NHS adviser(s) or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

Section 4. Candidates become members when inducted at a special ceremony to be held once a year in the fall of the school year.

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(s) to the new school adviser(s) 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 VIII SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of the junior or senior class and have been a student at East Wake Academy for a minimum of one academic year prior to the year of selection.

Section 2. To be eligible for membership in this chapter, the candidate shall have a minimum cumulative unweighted grade point average of 3.75 or above.

Section 3. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Section 4. Absolutely no membership will be denied on the basis of sex, race, or handicap if all the required criteria have been successfully met by the applicant in accordance with the accepted standards of the National Honor Society.

Section 5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser(s) shall review with the principal the results of the Faculty Council's deliberations.

Section 6. 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.

See Appendix A for Selection Procedures

See Appendix B for the Teacher Recommendation form for Candidacy

ARTICLE IX DISCIPLINE AND 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 shall be available to interested parties.

Section 2. Members who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter adviser(s) and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a warning

is not required. 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 or in the community.

Section 3. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) 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, the member may be considered for dismissal.

Section 4. Chapter officers, as representatives of the chapter, may be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 5. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 6. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 7. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 8. 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 9. The National Council and the NASSP shall hear no appeals in dismissal cases.

See Appendix C for the Disciplinary Procedures

ARTICLE X CHAPTER OFFICERS

Section 1. Chapter adviser(s) and members may nominate students for officer positions and students may volunteer to run for officer positions.

Section 2. The officers of the chapter shall be president, vice president, treasurer, and secretary.

Section 3. The nomination and election of chapter officers shall be made in May of the school year with Junior and Senior members being allowed to vote.

Section 4. A majority of votes cast shall be necessary to elect any chapter officer.

Section 5. The adviser(s) of the chapter shall count the votes and announce the winners within the week of the election.

Section 6. If there is a tie, a revote for that office will be held at a called meeting.

Section 7. Voting for officers and any revote will be done by members that are present at the meeting.

ARTICLE XI OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 30 days of induction.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall not be permitted the privilege of wearing the chapter's emblem.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords, stole, and tassel at graduation.

Section 5. Members shall serve a minimum of 30 service hours per year (25 hours for new inductees) to be documented and verified by the adviser(s).

ARTICLE XII SERVICE HOURS

Section 1. Members shall serve a minimum of 30 service hours per year (25 hours for new inductees) to be documented and verified by the adviser(s). The first half of the hours (15 minimum for second year members, 12 hours for new inductees) must be submitted to the adviser(s) in December and the second half of the hours must be submitted to the adviser(s) in May. Specific dates will be set by the adviser(s) each semester depending on the school calendar.

Section 2. Members shall serve in some capacity in all group projects.

Section 3. Members may earn a maximum of four hours at any given organization and/or event.

Section 4. Members may not count volunteer hours from other school clubs or volunteer organizations where they are previously involved with the activity.

Section 5. Adviser(s) will provide volunteer opportunities throughout the year; however, members are also responsible for seeking out opportunities within the community and school in order to fulfill their volunteer obligations.

See Appendix D for details of Volunteer Community Service Hour Explanation

ARTICLE XIII MEETINGS

Section 1. Regular meetings of this chapter shall be held on the first and third Wednesday of each month. Special meetings can be called by the president with approval of the adviser(s).

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

Section 3. Members are expected to attend all chapter meetings. Two or more unexcused absences will result in disciplinary actions.

ARTICLE XIV ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. Officers and sub-committees will assist in choosing group service projects.

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

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 participating in an individual/small group service project which reflects his or her particular talents and interests and is approved by the chapter adviser(s). This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE XV RATIFICATION, APPROVAL, AND REVIEW

Section 1. These bylaws will be approved upon receiving a two-thirds vote of the adviser(s), Faculty Council, and principal.

Section 2. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XVI AMENDMENTS

Amendments to these bylaws may be proposed by a majority vote of active members in the chapter. The adviser(s) will take the proposed amendments to the Faculty Council for a two-thirds affirmation vote. The exceptions are Articles VIII and IX, which are developed by the Faculty Council with the approval of the principal (Discipline and Dismissal, Selection and Membership) and cannot be changed by active members.

APPENDIX A SELECTION PROCEDURES

- At the beginning of each school year, juniors and seniors who have earned a cumulative unweighted grade point average of 3.75 or higher from the previous school year are considered for induction in the East Wake Academy Chapter of the National Honor Society. Grade point average alone does not constitute admission into NHS. Admission into NHS is determined by a review of each student and their fulfillment of the four tenants of NHS: character, service, leadership and scholarship. Students who meet the minimum GPA requirements will receive an invitation to attend a mandatory presentation hosted by the NHS adviser(s) where he/she will receive additional information regarding induction procedures.
- Using a stringent review process, all of the EWA senior academy teachers consider the following ten criteria as they review each nominee. Each high school teacher fills out a ballot where they vote “yes” or “no” if the candidates display the following requirements:
 - 1) Accepting criticism willingly and accepting recommendations graciously.
 - 2) Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability, willingness to help others).
 - 3) Upholds principles of morality and ethics.
 - 4) Cooperates by complying with school regulations concerning property, dress code, conduct, etc.
 - 5) Demonstrates the highest standards of honesty and reliability.
 - 6) Regularly shows courtesy, concern and respect for others.
 - 7) Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
 - 8) Shows powers of concentration, self-discipline and sustained attention as shown by perseverance and application to studies.
 - 9) Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and showing unwillingness to profit by the mistakes of others.
 - 10) Actively helps rid the school of bad influences or environment.

As demonstrated, the criteria for induction are rigorous and failing to meet even one of the requirements may lead to having a name eliminated for possible induction.

- After receiving the review process requirements of the students (which includes the meeting of deadlines), in addition to the teacher voting of the nominees, the results are turned over to the NHS adviser(s). The adviser(s) then presents the findings to the Faculty Council, who reviews the comments of all of the teachers. The Faculty Council discusses the nominees further and then votes to make the final selection.
- Students will then be notified of their selection by a "tapping" process. If a student's behavior deems them ineligible between the tapping and the induction, they will no longer be considered eligible for induction.
- The membership is made official during an induction ceremony that will be held shortly after the selection process is complete.

APPENDIX B TEACHER RECOMMENDATION FORM FOR CANDIDACY

National Honor Society members are selected on the basis of four standards: scholarship, leadership, service, and character. Members should display exemplary character in and out of the classroom. According to the NHS Handbook, character may be defined as:

- Accepting criticism willingly and accepting recommendations graciously.
- Consistently exemplifying desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholding principles of morality and ethics.
- Cooperating by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrating the highest standards of honesty and reliability.
- Regularly showing courtesy, concern, and respect for others.
- Observing instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Showing powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- Manifesting truthfulness in acknowledging obedience to rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others.
- Actively helping rid the school of bad influences or environment.

The following students have been identified as candidates for selection of the East Wake Academy Chapter of the National Honor Society. Candidacy begins by meeting our scholarship criterion of a minimum cumulative unweighted grade point average of 3.75 or above, which has been met by these students. Additional information is being requested from the entire staff to assist in this important selection process.

Please carefully review the list of candidates. For each of the three criteria, please use the rating scale provided (where 1 = low/poor, 2 = below average, 3 = good, and 4 = high/outstanding) to evaluate any student whom you have had professional interaction (i.e. as a teacher, adviser, coach, etc.). If you have not had any professional interaction with a student, please leave the row blank. Should your rating be 1 = poor/low or 2 = below average for any candidate, please provide an additional comment that speaks to the professional rationale for this rating and/or examples of the student's performance that led to the rating.

Candidate's Name	1 = low/poor, 2 = below average, 3 = good, 4 = high/outstanding			yes or no	Any comments welcome Comments required if given ratings of 1 or 2
	Leadership	Service	Character	Overall Recommendation	Comments
1.					
2.					
3.					
4.					
5.					

APPENDIX C DISCIPLINARY PROCEDURES

The Faculty Council will review cases for dismissal after multiple warnings and/or continuing to not fulfill requirements after being placed on probation.

Cumulative Grade Point Average & Grade Checks

As part of the Scholarship tenant of NHS, members are required to maintain the following academic standards remain in good standing.

- Adviser(s) will conduct grade checks will occur at the end of each month to ensure that all members maintain a “C” or better in all classes. If this criterion is not met, members will be given a warning and may be placed on probation if grades do not improve by the end of the quarter.
- Adviser(s) will conduct cumulative grade point average (GPA) checks at the end of each semester to ensure that all members maintain a cumulative unweighted 3.75 GPA, which is what is required to be eligible for membership consideration. If this criterion is not met, members will be placed on probation with grounds for dismissal if grades do not improve by the next GPA check.

Participation

As part of the Service tenant of NHS, members are required to participate in group meetings, individual/small group service projects, and large group service projects.

- Members are expected to attend all chapter meetings. If this criterion is not met, members will receive a warning after one unexcused absence, will be placed on probation after two unexcused absences, and may be dismissed if attendance does not improve.
- Members must fully participate in at least one small group service project within the school year; lack of participation will result in a warning and then probation if effort does not improve.
- Members must fully participate in all large group service projects during the school year; lack of participation will result in a warning and then probation if effort does not improve.

Participation in group events does not pertain to the volunteer service hours. Requirements for individual volunteer hours must be completed in addition to the above expectations.

Sample Letter of Probation

This is to notify you and your parents that you have fallen below the standard(s) for [identify the criterion in which the student has fallen below standard] as set forth in Article ____ of the bylaws of the East Wake Academy chapter of NHS.

Specifically: [outline nature of the deficiency referenced in the first paragraph]

The nature of this deficiency requires that we place you on probationary status. You will remain on probation until _____, at which your progress will be evaluated again. During this time, you must [insert terms of probation here], and while you remain a member, you are not considered in good standing with the chapter at this time. If you have not resolved the deficiencies noted above by the conclusion of the probationary period, you may be considered by our chapter’s faculty council for dismissal.

If you have any questions about this warning, your ongoing responsibilities to the chapter, or your current membership status, please see [insert adviser name]. Please sign below and return this letter to the chapter adviser by _____.

APPENDIX D VOLUNTEER COMMUNITY SERVICE HOUR EXPLANATION

Students must complete a minimum of 30 service hours per year (25 hours for new inductees) to be documented and verified by the adviser(s). NHS students need to realize failure to meet hour requirements may result in the loss of privileges, not limited to but including the following: loss of NHS membership, loss of opportunity to wear NHS regalia at school functions, etc. Members should volunteer in a variety of community service projects.

Calculating the hours

- When volunteering for an event, one hour of service constitutes one volunteer hour. Students can receive a **maximum of four hours** at any given organization and/or event.
- You cannot put down volunteer hours for any event in which you received a type of compensation.
- If **family** members are included in a volunteer opportunity, this may not count toward volunteer hours. Please consult the adviser(s) before counting hours involving a family member.
- You **cannot** receive volunteer hours for participating at church (your own) events, another school club (such as Student Council), or another civic organization (such as Girl Scouts) if this is an event you would already be participating in.
- Before tutoring students, consult with the adviser(s) first as this may or may not constitute volunteer hours.
- Students can receive volunteer hours for **school events** (such as assisting at sporting events, dances, plays, etc.) if this is an event you would **not** regularly be attending otherwise.
- **Giving money and/or donating items** towards an NHS-sponsored event can constitute as volunteer hours. Donating \$10 equals one hour. Cash and/or receipts must be submitted to the adviser(s) to obtain a signature on the volunteer hour sheet.

Getting the volunteer hour sheet signed/turned in

- When obtaining signatures on your volunteer hour sheets, **make sure you obtain a legible daytime phone number or cell number where the signee can be reached** for hour verification. **Parents or family members should not be signing your volunteer hour sheet**, nor should they be in supervisory roles for the event you are volunteering for.
- The **first half** of the volunteer hours (15 minimum for second year members, 12 hours for new inductees) must be submitted to the adviser(s) in **December** and the **second half** of the hours must be submitted to the adviser(s) in **May**. Specific dates will be set by the adviser(s) each semester depending on the school calendar.

Still have questions?

Adviser(s) will clarify and make decisions on the interpretation of any of following volunteer criteria, or any other volunteer hour question. If it is an event or occasion where you are unsure if the hours count, please ask the NHS adviser(s) **before** you complete the hours. Adviser(s) can also seek counsel from the officers on the interpretation. Appeals to the adviser(s)' interpretation can be made to the high school principal.