

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.

*cumulative weighted grade point average of 3.75 or above for Class of 2018

See Appendix A for Selection Procedures

See Appendix B for the Teacher Recommendation form for Candidacy

See Appendix C for the Membership Selection Notification Letter

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 D for the Disciplinary Notice form

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 the 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 both the Fall and Spring Group Project.

Section 3. Members may earn a maximum of four hours per volunteer activity each semester. For Group Projects, members may earn up to six hours.

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 E 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. If a member has two or more unexcused absences from more than two meetings, he or she will receive a warning and possible dismissal if attendance does not improve.

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 choosing in an individual 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 East Wake Academy's 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 announced and determined 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.

Based on the above criteria, do you recommend the following students for National Honor Society?

| Student | Yes | No | Explanation (if no). Please be specific. |
|----------------|------------|-----------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

APPENDIX C
MEMBERSHIP SELECTION NOTIFICATION LETTER

Parent of National Honor Society prospective inductee,

Congratulations! On behalf of the East Wake Academy Chapter of the National Honor Society, we are pleased to inform you that your child has been selected as a potential inductee to NHS. Membership in the National Honor Society is one of the highest honors that may be awarded to a high school student.

The National Honor Society Induction Ceremony will take place on _____ from _____. Please arrive in the Senior Academy Eagle Hall no later than _____. The inductees should dress appropriately: Young men in a button-up shirt, tie, and slacks. Suit jackets may also be worn. Young ladies should wear knee length skirts or dresses. No heels higher than three inches. No low-cut or revealing dresses or blouses.

Rehearsal for the ceremony will take place after school on _____ from _____. If you have a conflict for the ceremony or the rehearsal, please see Mrs. Coward or Ms. McLain.

Please understand that behavior unbecoming for a NHS member between now and the ceremony may result in your child's name being removed for selection. This includes, but is not limited to: inappropriate posts on social media, failing to obey school rules or school personnel, cheating on tests, etc.

The NHS has worked diligently to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. Chapters in more than 12,500 high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service and character. No student is inducted simply because of a high academic average. An unweighted* GPA of 3.75 or higher is the minimum requirement for induction; NHS strives to recognize the total student: one who excels in all of the four aforementioned areas. Members of the National Honor Society are required to uphold the qualities for induction and membership at all times and must perform the minimum hours of service per school year as stated in the Chapter Bylaws.

Sincerely,

Dena Coward
 NHS Adviser

Cassie McLain
 NHS Adviser

APPENDIX D
DISCIPLINARY NOTICE FORM

Student Name _____

Date of Incident _____

Teacher _____

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.

In the event that you witness a NHS member exhibiting behaviors contradictory to the above, please notify the NHS adviser(s) by checking the appropriate box above and providing an explanation below.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

APPENDIX E

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 strive to volunteer in a variety of community service projects (not doing one or two things/events over and over again).

Calculating the hours

- When volunteering for an event, one hour of service constitutes one volunteer hour. Students can receive a **maximum of four hours per event** (example, Zebulon Chamber banquet, business expo, litter sweep, etc). You cannot put down volunteer hours for any event in which you received a type of compensation (payment of some form).
 - The only exception for the four-hour maximum is the “**group project**” (such as a blood drive), where students may receive a maximum of six hours but the six hours **must be** accounted for.
- 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, such as you are a member of that church’s youth group or you have been attending services or youth functions at the church. You can receive volunteer hours for assisting at another church you are not affiliated with. If your church is taking a mission trip out of the state, please speak with your adviser(s) about the possibility of including those hours. Four hours are the maximum which can be counted for this.
- Students can receive volunteer hours for tutoring elementary and middle school students. You can receive a maximum of four hours per student, a limit of two students (eight hours) per semester. Before tutoring high school 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 or plays, for example) if this is an event you would **not** regularly be attending otherwise. For example, you cannot receive hours for assisting at a play if you are a part of the drama class, drama club, or a part of the cast or production. You cannot receive hours for helping out at a sporting event if you are there already because of participation, or you are a member of the team or a team that played before or after the game you wish to volunteer for. You can only receive a maximum of four volunteer hours per semester for events such as these. If your volunteer opportunity **involves another teacher in the senior academy**, please see a NHS adviser(s) before counting this as hours.

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.

Can giving money count for hours?

Giving money toward a NHS-sponsored cause can constitute volunteer hours. Donating \$10 equals two hours and \$20 equates to four hours. Four hours is the maximum a student can obtain in one school year when donating money. Giving money toward a cause (such as the American Cancer Society, the Ronald McDonald House, for example) is **separate from purchasing items for an event** (such as buying drinks or ice for a hot dog sale). Purchasing items can count as one volunteer hour, depending on the financial expense (max four hours per year).

Committee hours

Serving on the NHS **project committee** can equate to **three hours per semester** but students will not receive credit unless service was completed and attendance at meetings was noted. A secretary should keep attendance, including the recording of time, for all committee meetings.

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.

NHS students should not depend on finding about volunteer hours from adviser(s) or other students. The four tenets of NHS are scholarship, service, leadership, and character. Only one of these address grades, the rest address initiative and leadership- it is your job to search out volunteer hour opportunities. Look beyond the walls of EWA for volunteer hours. Volunteer at a soup kitchen, a nursing home, a hospital, a library. There are dozens of opportunities in Wake County alone.