

MASSACO CHAPTER OF THE NATIONAL HONOR SOCIETY BYLAWS

revised and adopted June 2013

ARTICLE I. NAME

The name of this chapter is the Massaco Chapter of The National Honor Society of Secondary Schools

ARTICLE II. PURPOSE OF ORGANIZATION

National Honor Society has as its duties and responsibilities a high level of service to the community, a history of quality leadership, and the highest level of character and personal responsibility. It has, as part of its purpose, creating enthusiasm for scholarship, stimulating a desire to render service within the school and the community, promoting worthy leadership, and encouraging the development of the highest level of character, both within its members and within the community at large.

ARTICLE III. POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. www.nhs.us/constitutions Final authority on all activities and decisions of the chapter resides with the principal per Article V, Section 1 of the National Constitution.

Section 2. The principal appoints the chapter adviser(s) who also act as ex-officio members of the Faculty Council. Chapter advisers and Faculty Council members may serve consecutive terms.

Section 3. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among faculty, administration, students, and community. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The Faculty Council shall meet at least once a year to review the procedure of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

ARTICLE IV. MEMBERSHIP

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

Section 2. Membership of this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at graduation.

Section 3. Eligibility:

- a. Candidates shall have been enrolled at least one full semester at Simsbury High School.
- b. Candidates shall be members of the junior or senior classes.
- c. Candidates shall have a minimum GPA of 3.7 or higher at the end of the second semester of the previous school year. Candidates who did not fulfill the GPA requirement during their junior year, but fulfill based on grade point average in their senior year, are eligible and will be invited to apply in the fall.
- d. Upon meeting the GPA, grade level, and enrollment criteria, candidates shall then be considered based on their scholarship, service, leadership, and character.
- e. Descriptors used to assess students' qualification for NHS chapter membership are published and made available to faculty when they rate the students for selection ([SEE APPENDIX A](#))

ARTICLE V. SELECTION OF MEMBERS

Selection Process

Section 1. Membership in this chapter is an honor bestowed upon a student; it is a privilege, not a right. The NHS National Constitution requires the election of society members by the Faculty Council to be based equally upon outstanding scholarship, service, leadership, and character. The Faculty Council's judgments are based on the information provided by the students as instructed in their candidate packet, the faculty rating sheets, and the Council's knowledge of the candidate. The Council reserves the right to deny membership to candidates on the basis of major disciplinary infractions. No candidate will be eligible for membership unless all the required forms are submitted by a specific and posted date. Special circumstances may be considered by the faculty council at their discretion. Selection for membership is by a majority vote of the Faculty Council. Once selected, members are required to continue to demonstrate all qualities considered for their selection.

Section 2. The Massaco Chapter of NHS will begin the annual selection process of new active members during the summer and hold the annual induction ceremony in the fall of each year. An alphabetical list of candidates meeting the GPA requirement and in attendance for a minimum of one semester at SHS is sent from guidance to the advisor who then initiates the selection process.

Section 3. Students determined eligible for National Honor Society membership will be notified by letter to obtain a candidate packet of information which includes forms that the student must have submitted by specific dates in order to be considered for membership. In addition, the adviser will use parent/guardian e-mail contact information, if made available to the school by the parent/guardian, to further notify parents of the process and deadlines. Students are encouraged to check with their counselors and the National Honor Society advisor if they feel that their names have been omitted from the list. Current candidate forms will also be posted on the K:\ drive in the NHS folder.

Section 4. Candidates are required to access and read the National Constitution and the Massaco Chapter Bylaws on the SHS NHS website. Candidates may receive a printed copy upon request from the advisor.

Section 5. Candidates are required to submit all candidate materials to the NHS Advisor by a firm and posted deadline. By completing, signing, and submitting the candidate forms, the candidate agrees to the requirements described in the Bylaws.

Section 6. The entire faculty shall be requested to evaluate candidates determined to be eligible (GPA requirement) using the official evaluation form provided by the Faculty Council Chairperson. The

headings at the top of each page read: Unacceptable, Hesitant to recommend, Adequate, and Exceptional. If a faculty member rates a student as unacceptable or hesitant to recommend, they are requested to provide support for their choice. The Faculty Council Chair is responsible for verifying faculty comments and unverifiable comments are not included in the summative report used to evaluate a candidate. A letter addressed to the faculty also accompanies the rating sheets to help define scholarship, character, leadership, and service. (See [Appendix A](#)) This process will give an opportunity to faculty members to voice concerns or make positive comments on the candidate. These forms are kept confidential.

Section 7. Faculty Council shall review the candidates' forms, faculty ratings, and other relevant information to select the candidates that fully meet the selection criteria for membership. The Faculty Council shall consider activities and information which has occurred during the high school years of enrollment only. Where some students do not receive sufficient faculty support, members of the committee are designated to ask current teachers of that student for more information. A vote of the Faculty Council will take place after all information has been reviewed. Candidates with a majority vote (3 out of 5) will be selected. All Faculty Council decisions will be FINAL.

Section 8. Both teacher and student submitted materials are shredded six weeks after the induction ceremony for which the selection process occurred.

Section 9. Students or parents having questions regarding the NHS selection process requirements are encouraged to contact Chapter Adviser(s).

Notification of Faculty Council Decisions

Section 10. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 11. Letters of acceptance and non-selection will be sent to the student's home. Letters sent to those not accepted will indicate that the student needs to improve upon one or more of the four pillars of NHS (scholarship, character, leadership, and service). All non-accepted students will be entitled to the reasoning for the Council's decision and are offered an opportunity to meet with the Faculty Council to learn how they can improve their scholarship, character, leadership and/or service standing to make them a better candidate for the next selection process.

Section 12. An official and dignified tapping ceremony will be performed at school.

Induction Process

Section 13. A proper and serious Induction Ceremony is held at which students receive certificates and membership cards, and are sworn in by the Principal. The ceremony is performed by current members for the new members and their invited guests. Upon induction, candidates are NHS members.

Section 14. An active member of the National Honor Society who transfers from this school will be provided, upon request, an official letter indicating the status of his/her membership.

Section 15. An active National Honor Society member who transfers to Simsbury High School will automatically be accepted for membership in the chapter upon documentation of membership in good standing from the previous school. A transfer member must meet and maintain the eligibility requirements within one semester.

Appeals Process

Section 16. If a student or parents/guardians have questions pertaining to non-selection, they must first contact the chapter advisor(s). Should students or parents still not be satisfied, the next level of discussion should take place with the principal. Appeals of membership selection, if for valid reasons, must be taken to the NHS Advisor and the SHS principal in writing within 2 weeks of the date of the letter of Non-Acceptance. The Principal will hear appeals on a case by case basis, and make decisions as he/she sees fit.

Section 17. Members who resign or are dismissed are never again eligible for membership or benefits. Notice of dismissal will be indicated on the annual report submitted to the national organization at the end of the school year.

ARTICLE VI. OBLIGATIONS OF MEMBERSHIP

Section 1. Membership dues shall be \$20 per member payable to the chapter treasurer 30 days after induction. Membership will not be denied to anyone who is unable to pay the dues. Monies received from the collection of member dues shall be used for N.H.S. business exclusively.

Section 2. Participation in fundraising projects (SCRIP Gift Cards) necessary to raise funds for service projects, induction ceremony, NHS Scholarship, gifts to school and/or community, *etc.* is expected.

Section 3. NHS members are required to maintain the same level of performance in all criteria that led to their selection, including scholarship, service, leadership, and character. Those members who fail to meet these requirements are notified with a probationary status letter and expected to comply by a specified date. Members who fail to meet this deadline may be dismissed from NHS.

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

ARTICLE VII. ELECTION OF OFFICERS AND LEADERSHIP

Section 1. The offices the new members are voting for are President, Vice President, Secretary, Treasurer, and Historian.

Section 2. Sometime after the induction ceremony, a meeting designated for election of new officers is held. The meeting is run by the current senior officers. Any active member can nominate an eligible junior member for office. The nominee accepts if willing to perform all the duties outlined. Each nominee shall present a one to two minute speech. Candidates must be present at the election meeting to run for office.

Section 3. Election is carried out by official secret ballot. The candidate receiving the most votes will serve the following academic year in that position.

Section 4. It has become the custom for the current senior officers to have supper with the new officers. New Officers will attend the CT Conference of NHS with their advisor in May.

Section 5. *President shall:*

- Organize, plan and lead to ensure the overall success of the chapter.
- Plan regular meetings and prepare agendas for the officers
- Preside at all meetings of this chapter and represent the chapter at public occasions
- Appoint necessary committees and delegate responsibilities to members as necessary
- Work with the chapter advisers to plan a calendar of activities for the upcoming year.
- Coordinate the planning & implementation of the induction ceremony and reception.
- Meet with interested collaborators/sponsors.
- Ensure that the chapter fulfills all chapter standards.
- Ensure all officers' tasks are conducted and complete
- Meet/Update/Present chapter status to advisors monthly.
- Share in the responsibilities of planning, informing, conducting, implementing all aspects, and coordinating service projects and record all N.H.S. members in attendance
- Participate in planning and implementing the induction ceremony and reception.
- Presides over induction ceremonies.

Section 6. Vice President shall:

- Fulfill president's duties in the absence of the president
- Help to determine the agenda for the meetings and assist the President in any executive actions.
- Serve as the liaison for the tutoring program (working closely with the guidance department).
- Keep attendance records at chapter meetings and record them on a spread sheet.
- Assist the president in coordinating activities to help the chapter fulfill all chapter standards.
- Share in the responsibilities of planning, informing, conducting, implementing all aspects, and coordinating service projects and record all N.H.S. members in attendance
- Participate in planning and implementing the induction ceremony and reception.
- Be the liaison for all at-large community service projects. S/he will be the contact person for community organizations who are looking for volunteers, and will, in coordination with the President and the Chapter Advisor, arrange our chapter's support for these events.

Section 7. Treasurer shall:

- Assist in managing chapter funds with guidance from the chapter advisers.
- Request and pick up treasurer's report/account balance prior to each officers' meeting
- Keep the record of chapter expenses, dues, and all other financial transactions of the chapter.
- Submit monthly reports to the advisors including deposits, expenses, and list of names of members who have not paid their dues.
- Attend any event/meeting requiring money to be counted/sorted
- Receive chapter funds, maintain records, and submit funds to chapter advisers for deposit into the NHS account.
- Collect individual service hour records at chapter meetings.
- Collect and record dues
- Maintain records of service projects on a spreadsheet and track member participation.
- Share in the responsibilities of planning, informing, conducting, implementing all aspects, and coordinating service projects and record all N.H.S. members in attendance
- Participate in planning and implementing the induction ceremony and reception.

Section 8. Secretary shall:

- Prepare e-mail list for correspondence with members.
- Record and prepare the minutes of each executive committee and chapter meeting. Minutes will be word-processed and sent to chapter advisor in a timely fashion so that they can be posted on the chapter's website.
- Organize the binder for NHS to maintain order of attendance sheets, sign up sheets, service project sheets, *etc.* Binder will be kept in room 255.
- Share in the responsibilities of planning, informing, conducting, implementing all aspects, and coordinating service projects and record all N.H.S. members in attendance
- Publicize service opportunities. (Examples include The Red Cross Blood Drive, tutoring program, parents' night guides, local road race assistance, *etc.*)
- Compose and send chapter correspondence as needed.
- Prepare and submit announcements for all NHS activities and meetings.
- Take attendance at all NHS meetings
- Maintain and update the NHS Bulletin Board on a weekly basis
- Record service activities of members
- Participate in planning and implementing the induction ceremony and reception

Section 9. *Historian shall:*

- Promote chapter activities in the SHS monthly newsletter (soliciting the help of other officers and members in publishing the newsletter)
- Submit reports to the local media and school publications
- Share in the responsibilities of planning, informing, conducting, implementing all aspects, and coordinating service projects and record all N.H.S. members in attendance
- Keep the bulletin board current with activity information.
- Participate in planning and implementing the induction ceremony and reception.
- Keep a record (written, photographs, video, *etc.*) of all NHS activities and events. It is also the Historian's duty to update members on chapter activities and inform the public of the chapter's events.
- Research and record the Massaco Chapter's history

Section 10. Officers are under the supervision of the chapter adviser(s) and may be disciplined or dismissed from office for failure to perform the duties of the office or failing to remain in good standing. In the event of an office vacancy, the Faculty Council will appoint an officer for the remainder of the academic year.

Section 11. The executive committee shall consist of the officers of the chapter and the chapter adviser(s). A NHS Leadership team will meet biweekly during SHS Connect periods. NHS LT members must commit to attending both meetings. In addition to elected positions, the Chapter Advisor may appoint committee chairs or accept volunteers for the positions. Additional positions and committees may be created as the need arises.

Section 12. The new officers together with the leadership team and new members plan the activities for the year.

ARTICLE VIII. MEETINGS

Section 1. NHS LT and the Executive Committee will meet during SHS Connect. All other active members are welcome to attend.

Section 2. NHS members must attend advertised bimonthly chapter meetings. Meeting dates will be made available to chapter members at least a week in advance of the newly scheduled meeting. A student will be marked "absent" for a meeting if they arrive more than 2 minutes late.

Section 3. When a member will miss a meeting or does not participate in a National Honor Society sponsored function, it is the member's responsibility to turn in an excuse to the NHS chapter advisor prior to the absence, when possible. In the case of illness, the student needs to see the faculty advisor(s) within 5 school days to receive meeting minutes and/or other pertinent information.

ARTICLE IX. ACTIVITIES

Section 1. All members are REQUIRED to attend the annual NHS Induction Ceremonies held each fall and spring.

Section 2. All service project details must be approved by the chapter advisors and the High School Principal.

Section 3. Members of this chapter shall participate in school service projects each year. Such projects shall have the following characteristics: fulfill a need within the school or larger community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized and executed. The designated ongoing school service projects of the Massaco Chapter

shall be the Student Mentor Program, the Student Tutor Program, the Red Cross Blood Drives, and the NHS Scholarship Fund.

Section 4. Participate in a minimum of one major fundraising activity (SCRIP Gift Cards) per semester.

Section 5. Each member shall have the responsibility to choose and to participate in an individual service project that reflects his or her particular talents and interest. This is in addition to the chapter projects to which all members contribute.

Section 6. NHS members may not receive payment, award, recognition, or earn a grade for service project hours.

Section 7. If a member does not participate regularly in NHS sponsored activities and/or has poor attendance, she/he will be warned by written letter from the Executive Committee. If this problem should persist, the member shall then be declared inactive and the case will be sent to the Faculty Council for possible dismissal.

Section 8. Students or parents having questions regarding the NHS membership requirements are encouraged to contact Chapter Advisers.

ARTICLE X: DISCIPLINE/DISMISSAL

Section 1. 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. Any member who falls below the standards of scholarship, leadership, character, or service, which were the basis for their selection to the Massaco Chapter shall be promptly warned in writing, placed on probation, and given one academic quarter to correct the deficiency. If the obligation remains unmet at the end of the probationary period, they will be issued another letter and his/her case shall be passed upon the Faculty Council, at which time the Council may decide to extend another academic quarter of probation or may decide to cancel the student's membership.

Section 2. Students are expected to maintain their academic honesty. Cheating is considered academic dishonesty, and may call into question your continued membership in the National Honor Society.

Section 3. In the case of flagrant violation of school rules, Trojan Code, or civil laws, a member does not have to be warned but may be placed on immediate probation pending a dismissal hearing.

Section 4. 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; or violations in respect to the District's Code of Conduct, attendance policy, or Trojan Code.

Section 5. Concerns of possible violations may be brought to the attention of the chapter advisers by local law enforcement officials, administrators, or teachers. Concerns may be initiated by students through a teacher or an administrator. All concerns must be submitted to Chapter Advisers in writing.

Section 6. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of 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 or her at a hearing before the Faculty Council prior to the vote on dismissal. The member may choose to present his/her case via a written statement in lieu of a face-to-face hearing. 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 adviser.

- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the same or any other Chapter of National Honor Society.

Section 7. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, AND REVIEW

Section 1. These bylaws are designed to amplify 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. Each chapter shall write bylaws to amplify sections of the NHS National Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP.

Section 2. These Bylaws will be approved upon receiving a two-thirds majority vote of all active chapter members, a majority vote of all Faculty Council members, and approval by the administration. The exceptions are Articles III and IV (selection and discipline), which are approved by a two-thirds vote of only the Faculty Council with the approval of the principal.

ARTICLE XII: AMENDMENTS

Section 1--These bylaws may be amended by a two-thirds vote of the Faculty Council, 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.

Approved on

Signatures:

Eric Barch
Chapter President

Courtney Langdell
Chapter Secretary

Keirsten Williams
Chapter Adviser

Neil J. Sullivan
Principal

APPENDIX A

NHS Massaco Chapter

Descriptors used to assess students' qualification for NHS chapter membership

Scholarship:

The student who demonstrates scholarship:

- A GPA at or higher than 3.7.
- Promotes a positive disposition and influence in the classroom to demonstrate excellence of scholarship.
- Demonstrates a positive and curious disposition for learning
- Works cooperatively with other students on group projects
- Completes work punctually and to the best of his/her ability at all times
- Respects peers and teachers in a classroom setting
- Promotes scholarship in the school environment
- Demonstrates academic integrity
- Participates productively during all classroom activities
- Serves as a role model for classroom behavior
- Exhibits powers of concentration and sustained attention evident by perseverance and application to studies.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girls Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers 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.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and interscholastic competition.
- Performs committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, *etc.*
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Follows through on their commitments.
- Upholds scholarship and maintain a loyal school attitude.
- Actively helps to rid the school of negative influences or environment.
- Abides by all school rules and regulations and strictly follows the Trojan Code
- Observes instructions, rules, and punctuality, both inside and outside the classroom.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Manifests truthfulness in acknowledging obedience to rules, doesn't cheat, and shows unwillingness to profit by mistakes of others.
- Maintains a school record with no prior suspensions or disciplinary actions.