

SOUTHERN HIGH SCHOOL
NATIONAL HONOR SOCIETY
CONSTITUTION AND BY-LAWS

ARTICLE I
Name and Purpose

SECTION I: The name of this chapter shall be the Southern Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the members of the National Council.

SECTION II: The object of this chapter shall be to create an enthusiasm for **scholarship**, to stimulate a desire to render **service**, to promote worthy **leadership**, and to encourage the development of **character** in students of Southern High School.

ARTICLE II
Membership

SECTION I: Selection for membership in this chapter is by faculty council and shall be based upon **Scholarship, Service, Leadership, and Character**.

SECTION II: Membership of this chapter shall be known as active and graduate. Graduate members are those students who have been active members of this chapter and have graduated from high school. Upon graduation these members cease to have voice or vote in this chapter.

SECTION III: Honorary members are those persons who have been awarded honorary membership in the Southern High School National Honor Society. This honor will be conferred upon school officials, teachers, National Honor Society Advisors, or citizens in recognition of outstanding service rendered the school in keeping with the purposes of the National Honor Society. Discretion will be used in conferring this ward and must be unanimously approved by the chapter council and the active members.

SECTION IV: Candidates shall have spent at least one semester in this school, and be a member of the Junior or Senior class. Candidates eligible for election to this chapter shall have a minimum scholarship average of 3.5

or its equivalent on a weighted or non-weighted scale. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. The candidate must also have at least a 3.5 chapter council rating on Service, Leadership, and Character to be eligible for membership.

SECTION V: Candidates must have 10 hours of community service both their freshman and sophomore year, 20 hours total by their junior year, to be considered as a candidate for the National Honor Society. To be inducted as a senior, the candidate must have 10 hours of community service each year, freshman through junior, for a total of 30 hours by their senior year. Junior inductees shall have 15 hours of community service by the beginning of their senior year, and 15 more by the end of their senior year. Senior inductees shall have 15 by the end of the year.

SECTION VI: Membership will vote annually to determine membership yearly dues.

ARTICLE III Selection of Members

SECTION I: The selection of members to this chapter of the National Honor Society shall be by faculty council whose makeup should not be fewer than five (5) teachers. The members of the faculty council are to be chosen by the principal and are to be kept confidential. The high school principal has veto power over all decisions of the faculty council.

SECTION II: The principal shall propose to the faculty council the names of students scholastically eligible for membership in the National Honor Society. A meeting of all faculty council members shall be held prior to the rating of candidates on Leadership, Service, and Character to inform council members of all activities in which the candidates have been involved.

SECTION III: Scholarship shall carry the following rating:

- 3.5-3.7 GPA = 3 points
- 3.7-3.9 GPA = 4 points
- 3.9 or higher GPA = 5 points

SECTION IV: Leadership, Service, and Character shall be voted on by the faculty council using the following scoring: 5, excellent; 4, very good; 3,

good; 2, average; and 1, below average. The highest and lowest rating given to each candidate by a member of the faculty council shall be discarded and the remaining ratings averaged.

SECTION V: The averaged ratings of Leadership, Service, and Character will be combined with the scholarship rating to get a total score. These total scores shall be ranked. Membership will be determined by the ranking.

SECTION VI: Fifteen percent of each class may be inducted into the National Honor Society. The number inducted to be determined by the membership in each class at the beginning of the junior year. Ten percent may be inducted the junior year and five percent the senior year.

SECTION VII: If more than fifteen percent of the senior class exceed a 3.6 or above grade point average and a 4.0 or above faculty council rating on Leadership, Service, and Character, all candidates will automatically become a member of this chapter.

SECTION VIII: An active member of the National Honor Society who transfers to this school shall be automatically accepted for membership into this chapter. This transfer member must also maintain the membership requirements in order to retain their membership. The transfer member shall not be counted against the quota for this chapter.

SECTION IX: Any member who falls below the standards which were the basis of his/her induction **shall be promptly warned and put on academic probation for the following nine weeks.** If, during the next regular marking period of school, the member fails to meet the standards used as basis for selection, his/her case shall be passed to the faculty council. A member will be allowed only one warning period to raise their GPA. Once a member is dismissed from membership to the National Honor Society, he/she will never be eligible for membership in the National Honor Society again.

SECTION X: If any member is involved in an act of poor conduct, he/she may be brought before the faculty council and/or advisor for a hearing. **Examples of poor conduct include, but are not limited to the following: lying, cheating, theft, drinking alcohol, illegal use or selling of any type of drugs, vandalism, any gross violation of school rules or regulations, any conduct that causes embarrassment to the Honor Society or school,**

and violation of civil law. IT SHOULD BE NOTED THAT THIS BEHAVIOR IS NOT RESTRICTED TO THE SCHOOL YEAR OR SCHOOL HOURS. THIS ALSO INCLUDES WEEKENDS, SUMMER VACATIONS, AND ALL ACTIVITIES AS WELL.

If brought before the faculty council, the hearing will be kept as confidential as possible. The council will take each case as an individual matter and act accordingly. The faculty may give a verbal or written warning, place the student under probation for a period of time, deny the student of special privileges, or dismiss the student from the Southern High School National Honor Society. **Note** that the council is **NOT** limited to the above stated actions.

SECTION XI: RIGHT OF APPEALS: Students who believe that their rights were infringed upon by the action taken by the faculty council shall have the right to appeal. The appeal shall be made by the student, in writing, but must be accompanied by his/her parents or guardians in the following sequence:

1. Faculty Council
2. Principal

ARTICLE IV Officers

SECTION I: The officers of this chapter shall be president, vice-president, secretary, treasurer.

SECTION II: It shall be the duty of the **president** to preside at the meetings of this chapter.

SECTION III: The **vice-president** shall fill the place of the president in his/her absence.

SECTION IV: The chapter **secretary** shall keep the minutes of the meetings, a record of all business, and all records on file. The secretary is also to keep all College Credit Plus and vocational students apprised of all operations. The secretary is also responsible for all correspondence.

SECTION V: The **treasurer** shall receive and disburse all funds in the chapter and shall keep an accurate account of receipts and disbursements in accordance with school regulations.

ARTICLE V
Executive Committee

SECTION I: The executive committee shall consist of the officers for the chapter and the advisor.

SECTION II: The executive committee shall have general charge of the meetings and business of the chapter, but any action on the part of the executive committee may be subject to the review of the chapter.

SECTION III: All accounts of the treasurer must be submitted annually to the district treasurer.

ARTICLE VI
Supervision

SECTION I: The activities of this chapter shall be subject to the approval of the principal.

SECTION II: The officers of this chapter shall be elected at the last regular meeting of the year. A majority of votes cast shall be necessary to elect any officer of this chapter.

SECTION III: Special meetings, approved by the executive committee, may be called by the president.

SECTION IV: All meetings shall be open meetings and shall be held under the sponsorship of the principal or chapter advisor.

SECTION V: This chapter shall conduct its meetings according to “Robert’s Rules of Order” in all points not expressly provided for in the constitution of this chapter

ARTICLE VII
Emblem

SECTION I: Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society of Secondary Schools.

SECTION II: Any member who withdraws or is dismissed from the chapter shall return the emblem.

SECTION III: Each member agrees that, whether the emblem come to him/her as a gift, a personal purchase, an award, or from whatever source, the title to the emblem shall rest with the chapter of which he/she is a member; and, therefore, the emblem can, on motion of the council, be commandeered.

NATIONAL HONOR SOCIETY STUDENT/PARENT INFORMATION FORM

Reasons for Ineligibility for NHS or for Removal from NHS

Students may be ineligible or removed for the following reasons or infractions.

- Not turning in required forms
 - Falsification of information on forms.
- Disciplinary actions due to violent behavior (fights, etc...)
- Disciplinary actions taken by the school due to a lack of academic integrity (cheating, plagiarizing, etc...)
- Any violation dealing with tobacco, alcohol, drugs, or other offenses of the SLSD drug-abuse policy.
- Any criminal convictions or incidents involving law enforcement that is not in line with the four pillars of the NHS.
- Falling below the standards which were the basis of his/her selection.
- Other behavior that is considered to be of a degree to be determined by the principal that is poor representation of the values of the SHS NHS and Southern High School.

** The standard does not just include the one school year. Violations during summer, breaks, etc... can result in ineligibility and removal.*

Selection Process

- Students must be:
 - a junior or senior at southern high school,
 - be in attendance at SHS for the equivalent of one (1) semester,
 - have a cumulative GPA of 3.5 or higher on a weighted or non-weighted scale
 - have completed 20 hours of documented community service by the beginning of junior year or if applying as a senior have completed 30 hours of documented community service by the beginning of senior year
- The students who have met the above requirements will then be given a "Candidate Form", which must be completed, signed, and returned in its entirety by the predetermined deadline. Students who fail to do this will not be eligible to be inducted into the NHS.
- Eligible students will then be evaluated on the basis of Service, Leadership, and Character.
 - The entire high school staff will fill out a questionnaire (Faculty Evaluation Form) on all eligible students, to assist in the selection process.

(These forms will be destroyed immediately after the principal has approved the Faculty Council's selection to help maintain the integrity of the process.)

- Student's disciplinary record may be used in the selection process.
- The selection of each member to the chapter shall be by a majority vote of the Faculty Council. (The Faculty Council (FC) is made up of five (5) high school teachers appointed by the principal. The FC members will be kept confidential.) The FC will use the *Candidate Form*, the *Faculty Evaluation Form*, Student Disciplinary Records, possible interviews, and any other verifiable information about the candidates relevant to their consideration for membership.
- Prior to the notification of any candidates, the NHS advisor will review with the principal the results of the FC deliberation, for the principal's approval of those selected.
- All candidates will be informed of their selection status.
- Formal notification of all selected candidates will be made so as to inform candidates of the timing of the induction ceremony.

Each student who is eligible for National Honor Society is provided with this form. Students must provide the information requested of them although providing this information does not guarantee membership.

The qualities listed below are used by the faculty council when making selections for National Honor Society. Students should keep these qualities in mind when completing the student information form.

A. LEADERSHIP – The student who exercised leadership:

- a. Is resourceful in proposing new problems, applying principles, and making suggestions.
- b. Demonstrates leadership in promoting school activities.
- c. Exercises influence on peers in upholding school ideals.
- d. Contributes ideas that improve the civic life of the school.
- e. Is able to delegate responsibilities.
- f. Exemplifies positive attitudes.
- g. Inspires academic initiative.
- h. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- i. Demonstrates leadership in the classroom, at work, and in school or community activities.
- j. Is thoroughly dependable in any responsibility accepted.

B. SERVICE – The student who serves:

- a. Is willing to uphold scholarship and maintain a loyal school attitude.
- b. Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services, poor or disadvantaged, family duties.
- c. Volunteers, dependable, and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- d. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- e. Cheerfully and enthusiastically renders any requested service to the school.
- f. Is willing to represent the class or school in inter-class, and interscholastic competition.
- g. Does committee and staff work uncomplainingly.
- h. Shows courtesy by assisting visitors, teachers, and students.

C. CHARACTER – The student of character:

- a. Takes criticism willingly and accepts recommendations graciously.
- b. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- c. Upholds principles of morality and ethics.
- d. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- e. Demonstrates the highest standards of honesty and reliability.
- f. Shows courtesy, concern, and respect of others.
- g. Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- h. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- i. Manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- j.** Actively helps to rid the school of bad influences or environment.

SOUTHERN HIGH SCHOOL
NATIONAL HONOR SOCIETY
CONSTITUTION AGREEMENT

Directions: **Read the attached constitution. Afterwards, select the statement below that pertains to you. This form is to be turned in with your completed packet to Ms. Ohlinger no later than _____.**

_____ **I DO** want to be considered for induction into the Southern High School National Honor Society Chapter. I am aware that **scholarship** is only ONE of the criteria for selection into the NHS and that **character, leadership, and service** are also factors of my selection. I am also aware that induction into the National Honor Society is an honor, not a right. **I have read the attached constitution and rules and regulations and agree to abide by them if I am selected as a member for the National Honor Society.**

_____ I have read the attached constitution and **I DO NOT** wish to be considered for induction into the Southern High School Chapter of the National Honor Society.

Student Signature

I have read the Southern High School National Honor Society Constitution and am aware of the rules and regulations that my child must abide by if chosen for induction into the National Honor Society.

Parent (Guardian) Signature

PART 1

ADMINISTRATIVE INFORMATION

Full Name _____ ID Number _____

Home Address _____

Phone Number _____

Number and parent/guardian to be contacted if selected for the SHS National Honor Society.

Parent/Guardian Name(s): _____ Phone Number: _____

General Directions:

Please complete all sections of this information form. Be as complete as you can. Do not leave out pertinent information for review by the NHS Faculty Council. National Honor Society Guidelines are outlined within each section. Please review these guidelines before completing this form. This is the official NHS information form. Only this form will be accepted. Do not submit any other forms or attachments. All writing must be legible.

Remember: *Completion of this form does not guarantee your selection to the NHS!*

DEADLINE:

Your form must be completed and returned to Ms. Ohlinger no later than _____. **There will be no exceptions. Do not leave your application without receiving a signed and dated receipt. The only person authorized to receive applications is Ms. Ohlinger.** Students are encouraged to submit their information forms as soon as possible.

I hereby affirm that all information included within this form is true, and I attest to my **Character, Leadership, Scholarship and Service.**

Candidate's Signature: _____ **Date:** _____

Ms. Ohlinger will cut and give receipt to student when all required information is turned in.

RECEIPT

Candidate's Name: _____

Date: _____ NHS Adviser Signature: _____

NHS is more than just an honor roll. The Honor Society chapter establishes rules for memberships that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built.

The criteria for election to the National Honor Society are:

Scholarship

Character

Leadership

Service

Scholarship: Students who have a cumulative grade point average of 3.5 or higher, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Adopted by SLBOE April, 2017

You have met the standard of scholarship. The standards of character, leadership and service will now be reviewed in a variety of ways.

Complete the application form provided.

- Use only the space provided and **please type or write in BLACK INK.**
- Type the essay.
- Make sure you and a parent read, sign and turn in the packet.

THE DEADLINE FOR TURNING IN THIS PACKET TO MS. OHLINGER IS

NO LATE APPLICATIONS WILL BE ACCEPTED

SIGNATURE FORM

- I have read and to the best of my knowledge have completed the attached information packet. I understand that returning this information packet puts my name in consideration for Membership but does not guarantee an invitation to become a member.
- I understand that if any information on my application is found to be false, I may be denied entry into or be removed from the Southern National Honor Society.

Student Signature: _____ **Date:** _____

- I do hereby give my consent that any and all written records created, used or maintained by the School in connection with the process of selection of candidates to become members of the Southern High School National Honor society shall remain confidential from my child and myself, and I hereby waive and give up any and all rights that I may have under any other statute, ordinance, or law to gain access to or copies of such records or materials.
- I give the school consent to use any school records that may be used in the process of determining eligibility. (Discipline records, attendance records, etc...)

Signature of Parent/Guardian: _____ **Date:** _____

PART 5

WORK EXPERIENCE, RECOGNITION AND AWARDS

List all (paid or volunteer) job experiences, honors and/or recognitions that you have received which support your bid to be selected for membership into the National Honor Society.

Job, Recognition, or Award	Grade				Group or Activity
	9	10	11	12	

If the above section is left blank, please explain why.

PART 6

Candidate's ESSAY

Please write an essay describing how you exemplify all of the requirements for the National Honor Society. Explain how you exemplify the qualities of *Scholarship, Leadership, Service, and Character*. Remember to include themes of *respect, responsibility, honesty, fairness, tolerance, and citizenship*. Choose the quality that is most meaningful to you and describe how it has affected your life. Your essay should be no longer than 1 double-spaced, typed page of approximately 250-500 words using Times New Roman 12 point font. **(Put name on back of paper, not the front.)**

PART 7

Student Paragraph

Attach one typed paragraph using the above font explaining what being a member of the SHS NHS would mean to you. **(Put name on back of paper, not the front.)**

PART 8

Letter of Recommendation

The student needs to provide a letter of recommendation. The person writing the recommendation cannot be a relative or live in the same house as the student. The letter should explain with details/examples how this person has witnessed the candidate show the four pillars exemplified by the NHS.

My signature below indicates that all information in my application is complete, factually correct, and honestly presented.

Signature: _____ **Date:** _____

Southern High School NHS Service Verification Form

<i>Service Description</i>	<i>Total Hours</i>	<i>Verification Signature</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		