

SOUTH COLONIE CENTRAL HIGH SCHOOL



TOWER CHAPTER BYLAWS

National Honor Society Rules and Regulations

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ARTICLE XVI*: BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like. (*Note: See the national handbook and the “Adviser Zone” at www.National Honor Society.us for additional information regarding the appropriate content of chapter bylaws.*)

National Honor Society Rules and Regulations

I. Expectations:

All members must uphold the high standards of the National Honor Society through the four pillars: Scholarship, Leadership, Character and Service. All members will remain active in school organizations, school events, and demonstrate a positive leadership role in all aspects of student and community life by volunteering their services to help enhance school and community life. Members must also be in compliance with the requirements and regulations described in the following paragraphs.

II. Attendance:

Members are required to attend 85% of all NATIONAL HONOR SOCIETY meetings, which are held bi-monthly on Mondays. Officers are mandated to attend all NATIONAL HONOR SOCIETY meetings and scheduled school events. If a member is unable to attend a meeting, then they are responsible to let an officer or advisor know and give a reason for his/her absence.

If absences become an issue then the NATIONAL HONOR SOCIETY member will be spoken to by the advisors and given a written warning, which could be placed in his/her NATIONAL HONOR SOCIETY folder.

If the absences continue then the member will be referred to the NATIONAL HONOR SOCIETY Faculty Council and their case will be reviewed at which time they could be placed on probation or dismissed from NATIONAL HONOR SOCIETY.

III. Service:

NATIONAL HONOR SOCIETY is a service-based organization, which thrives on the willingness of its members to work for the benefit of those in need, without monetary compensation or recognition. We are committed to the idea of our members volunteering their time and abilities to help create a better community. Service can include, but not be limited to, teaching classes such as music or religion; working at a humane society, women’s shelter, food bank, etc.... Service must benefit the community in some way; therefore working for family members (yard work, cleaning, babysitting, etc.) is not considered service activities. Service credit is given to those service hours that are **NOT** part of any other credited service for another group, such as Key Club or religious obligations (i.e. confirmation).

Event hours that are mandated to each NHS member need to be spread out over a

minimum of 3 different types of community service; the three different types of community service may occur within a single organization such as: the church, hospital, senior center, shelters, soup kitchens, etc....

Throughout the course of the year, all NATIONAL HONOR SOCIETY members will receive periodic letters that give an update, as to where they stand in terms of events completed and events owed.

Before a commitment is made to volunteer at an event that is not sponsored by NHS, please check with the NHS advisors to make sure that it qualifies for community service credit.

Junior Inductees are required to complete 5 events (2 hours of service = 1 event) in their junior year, before the beginning of their senior year. (Number of events is subject to change)

Senior Inductees are required to complete 10 events (20 hours) before June 1st, or they lose NATIONAL HONOR SOCIETY recognition privileges at graduation.

IV. Dues:

Each member of NATIONAL HONOR SOCIETY will pay \$10.00 when they are first inducted.

(This is subject to change)

V. Tutoring:

Places to tutor: 1 on 1 set-up through guidance
Colonie Town Library (children's corner)
Homework Club @ district elementary schools
Lishakill Middle School
Sand Creek Middle School
Summer School (Regents Lab & Special Education Class)

Senior members and junior inductees are **mandated** to complete 9 hours of tutoring at a South Colonie school facility. All tutoring obligations can be met by participating in any of the above suggestions. This service is in addition to the required volunteer service hours.

Throughout the course of the year members will receive a letter periodically updating them on their tutoring hours and number of events. This letter will inform them of the progress they are making on their tutoring and event obligations.

VI. Officers:

The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Duties of each officer:

President: His/Her duties will include, but not be limited to the following: writing the agenda for each NATIONAL HONOR SOCIETY meeting, updating the web site to all ongoing events taking place in the school or in the community, attend monthly PAC meetings, attend the Building Planning Team meetings, meeting with the advisors periodically to find out what needs to be done, attend all school events, meet with other officers to become unified in all plans and decisions made concerning NATIONAL HONOR SOCIETY.

Co-President: His/Her duties will include, but not be limited to the following: attending all NATIONAL HONOR SOCIETY bi-monthly meetings, be in charge of tutoring sessions, taking the place of the president at any meeting which he/she is unable to attend, update the NATIONAL HONOR SOCIETY display case (located in the main hall way), run a NATIONAL HONOR SOCIETY meeting in the absence of the president, attend all school functions that NATIONAL HONOR SOCIETY is partaking in and meet with the advisors frequently.

Secretary: His/Her duties will include, but not be limited to the following: attending all NATIONAL HONOR SOCIETY bi-monthly meetings, keeping an attendance log of the NATIONAL HONOR SOCIETY meetings and the agendas for that meeting, keeping track of events that members have done in a log book, write an end of the year cumulative report to be handed in to the associate principal, filing pink event sheets into each member's folder and visit the advisors frequently.

Treasurer: His/Her duties will include, but not be limited to the following: attending all the NATIONAL HONOR SOCIETY bi-monthly meetings, keeping track of dues being paid, depositing money into the NATIONAL HONOR SOCIETY account, writing checks when money is owed out, being present at all NATIONAL HONOR SOCIETY school functions, meeting with Ms. Murray (business office in the school) monthly to check the books and meet with the advisors on a frequent basis.

VII. Faculty Council:

The Faculty Council shall consist of five voting faculty members appointed annually by the NATIONAL HONOR SOCIETY advisors and approved by the principal. The chapter advisors shall be non-voting, members of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. Faculty Council members may be appointed to consecutive terms.

The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases. All decisions made by the Council will be final.

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 and the school's chapter bylaws.

VIII. Disciplinary Actions:

At any time, a faculty member or an administrator can have a NATIONAL HONOR SOCIETY member's behavioral activity/record reviewed by the NATIONAL HONOR SOCIETY Faculty Council due to excessive behavioral referrals.

Scholarship:

Members will maintain a 90 or above average GPA while active in the NATIONAL HONOR SOCIETY. If a member's GPA falls below 90, then he/she will be placed on academic probation for a quarter. After the quarter grades are tallied and the new GPA is posted, then the Faculty Council will review the members standing grades. Their decision could lead to one of the following:

- * **Probation could be lifted, if the GPA is 90 or above.**
- * **Termination of NATIONAL HONOR SOCIETY membership if GPA is not 90 or above.**

Character:

As a NATIONAL HONOR SOCIETY member you are viewed as a leader and one who should be a prominent role model to all student body. Behaviors that contradict on that profile and violate school rules will be dealt with as outlined in the South Colonie Handbook. The NATIONAL HONOR SOCIETY Faculty Council will view any infraction and the penalty will be rendered at that time.

Level I Infraction:

When a Level 1 infraction, as listed and defined in the South Colonie Student Handbook, is violated by a NATIONAL HONOR SOCIETY member, he/she must serve out the consequences that the school handbook outlines and then his/her case goes to the NATIONAL HONOR SOCIETY Faculty Council to be reviewed. The NATIONAL HONOR SOCIETY member will have a chance to talk in front of the NATIONAL HONOR SOCIETY Faculty Council to answer any questions or to plead his/her case. At the time of review it will be up to the Faculty Council alone to make the decision to determine the NATIONAL HONOR SOCIETY member's consequence. The penalty could be as severe as dismissal from NATIONAL HONOR SOCIETY or placement on NATIONAL HONOR SOCIETY probation.

All decisions made by the Faculty Council will be final.

Level II & III Infractions:

When a NATIONAL HONOR SOCIETY member violates a Level II or Level III infraction, as outlined and defined in the South Colonie Student Handbook, they will have to serve the consequence(s) that is outlined by the school handbook. Depending upon the severity of the infraction, the NATIONAL HONOR SOCIETY member's case could be sent to the Faculty Council upon the request of the administration or NATIONAL HONOR SOCIETY advisors. Repeat offenders of Level II & III infractions will be immediately sent to Faculty Council for Review.

All decisions made by the Faculty Council will be final.

IX. MEMBERSHIP:

All juniors and seniors are eligible to apply for NATIONAL HONOR SOCIETY membership if they uphold a **90 or above GPA** throughout their high school academic career. (Freshman year to present day academic quarter)

All those eligible candidates must complete an application form, which is submitted and then presented to the Faculty Council for review. The Faculty Council will make the **FINAL** decision as to who becomes a member of NATIONAL HONOR SOCIETY through a democratic approach of a majority vote. Decisions are based on the application information submitted by the student, as well as input from all teachers and guidance counselors. Those juniors who do not become members have the opportunity to resubmit a new application in the fall of their senior year, as long as their GPA is still above 90.

NATIONAL HONOR SOCIETY is an organization based on **SERVICE**. By participating in weekly service programs, students will learn that the purpose of their education is to have a positive impact on the people and the community around them. NATIONAL HONOR SOCIETY members should be educated to the social awareness that actions speak louder than words. Continuous service in the community and school is highly recommended for all active members and those looking to join.

Along with submitting an application, each student's file is pulled and checked for behavioral referrals, which reflects your **CHARACTER** as a student applying to NATIONAL HONOR SOCIETY. Any infraction found will be looked at, discussed, then weighed by the Faculty Council and taken into consideration when making a final decision about membership.

To remain an active member of NATIONAL HONOR SOCIETY each member must complete all requirements set up by the Faculty Council within the set time limit. If a junior member is unable to complete all the requirements (dues, tutoring, service hours), by the time their senior year begins then they will be dismissed from NATIONAL HONOR SOCIETY. If a senior member fails to comply with all the requirements (dues, tutoring, service hours) within the allotted time, they will be dismissed from NATIONAL HONOR SOCIETY and will not receive NATIONAL HONOR SOCIETY acknowledgement/honors at graduation. Members, who resign or are dismissed, are never again eligible for membership or its benefits.

A NATIONAL HONOR SOCIETY member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member into the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Inductions of new members will take place during a special ceremony. A Fall Induction and a Spring Induction are held each year.

X. The Principal:

The principal shall reserve the right to approve all activities and decisions of the NATIONAL HONOR SOCIETY Chapter. The principal will act as the final say on any appeal made in accordance to the induction of new NHS members.

XI. The Chapter Adviser(s):

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 maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser(s) will review each member for compliance with Society standards and obligations every two months. The chapter adviser(s) bi-annual letters will be sent out to update members on their progress towards meeting the required activities. The chapter adviser(s) shall help the chapter officers understand and carry out their duties. The chapter adviser(s) shall be an ex-officio, non-voting, sixth/seventh member of the Faculty Council. The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

XII. AMENDMENTS:

These By Laws may be amended at any meeting held by the Faculty Council. Once an amendment is presented to the Council it will then be reviewed, voted on whether or not it will be accepted or rejected. Majority rule will be used to vote. If accepted then the amendment will be added immediately to the existing By Laws.

XIII. PLEDGE:

All new inductees to the National Honors Society will recite the following pledge.

I pledge myself to uphold the high purposes of

The National Honor Society to which I have been elected.

I will remain true to my school; and will maintain and encourage

High standards of knowledge, leadership, scholarship, character and service.

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