

Constitution/By-Laws of the Barrington High School Chapter Of The National Honor Society

Article I: Name and Purpose

- Section 1: The name of this organization shall be the Barrington Chapter of the National Honor Society of Secondary Schools.
- Section 2: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the members of Barrington High School.

Article II: 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 member of the faculty as chapter adviser, 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 nonselection of candidates and the disciplining or dismissal of members.

Article III: Chapter Adviser

- Section 1: The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among faculty members, administration, students, and community.
- Section 2: The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.
- Section 3: The chapter adviser shall regularly review each member for compliance with Honor Society standards and obligations.
- Section 4: The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5: The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council.

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

Article IV: Faculty Council

Section 1: The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, 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 Council shall be one year. Members may be appointed to consecutive terms.

Section 3: The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions, and warning cases.

Section 4: The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

Article V: Membership

Section 1: Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: Membership shall be known as active, honorary, 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 Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of NHS. Honorary members shall have no voice or vote in chapter affairs.

- Section 4: Candidates become members when inducted at a special ceremony.
- 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: An NHS member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser 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 VI: Selection of Members

- Section 1: To be eligible for membership, the candidate must be a member of the junior or senior class. Freshmen and sophomores are not eligible. Candidates must have been in attendance at the school the equivalent of one semester. (Some students may be ineligible for induction because of the semester ruling. For example, students of military parents, among others, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.)
- Section 2: The minimum standard for scholarship shall be a cumulative scholastic average of at least 3.6 (on a 4.0 scale). Eligibility shall be determined at two times in members' junior year: first, after the school's computation of the first semester GPA and later, after the school's computation of the second semester GPA. No grade of "F" at the semester level during any "high school" year (9-12) in any course that is used to determine the GPA. Candidates shall then be evaluated on the basis of service, leadership, and character.
- Section 3: Character
- a. The high school administration will review the list of candidates and offer any pertinent information to the Faculty Council for their consideration in determining character acceptability.

- b. The high school faculty will rate the eligible candidates by a pre-determined date using a standard rating form prepared by the Faculty Council. To meet the character acceptability requirements, a candidate must receive a cumulative average of 3 or above (on a scale of 1-5) from the rating forms. The rating forms will remain confidential (only seen by the Faculty Council) and will be destroyed once selection has taken place.
- c. A student may not meet the character standards if the student receives two negative teacher evaluations or one negative if the actions so absolutely violate the overall standards of the National Honor Society. In addition to teacher evaluations, a student may also not be admitted due to such documented activities as cheating, stealing, drugs, violence, suspension, or any recorded illegal activity in the community or in the school.

Section 4: Service

For election to the National Honor Society, the applicant must complete a minimum of twenty hours toward one meaningful service project or thirty hours in a diversity of service areas during his/her high school years. All the service hours must be documented with service recommendations which include statements of verification. The prospective candidate must submit a one typed page explanation regarding the contribution his/her service made to the community. The service performed cannot be given for pay, compensation or be part of an academic class. Each letter of recommendation must be from a different source and cannot be a source used under the leadership category.

Section 5: Leadership

Viable candidates for National Honor Society must document in a letter attesting that they have done at least one area of leadership outside of the classroom. The verified source cannot be a source used under service.

Section 6: Eligible members will be invited by letter to apply for membership. Thereafter, eligible members will attend a mandatory meeting with the adviser who will review membership qualifications, provide them with a copy of the formal application guidelines and specify the due date for the return of the completed application.

Section 7: Each member will have approximately three weeks to complete the application process. Any member who does not meet the stated deadline will be automatically excluded from the selection process

for the current year. (NOTE: This includes all letters verifying leadership and service.)

- Section 8: The Faculty Council will begin to review the completed applications within one week of the stated deadline.
- Section 9: Notification Process
Members who meet all the criteria for admission to the National Honor Society will be notified by letter that they have been accepted into the National Honor Society. There will be a formal induction ceremony usually taking place in April. The induction ceremony is organized by the chapter adviser of the National Honor Society.
- Section 10: The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
- Section 11: A description of the selection procedure shall be published in the *Handbook for Parents and Students*. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the NHS.
- Section 12: The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

Article VII: Discipline and Dismissal

- Section 1: The Faculty Council, in compliance with the rules and regulations of NHS, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.
- Section 2: Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned.
- Section 3: The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- Section 4: In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. This is considered due process for all members.

- Section 5: For purposes of dismissal, a majority vote by the Faculty Council is required.
- Section 6: 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 7: The National Council and NASSP shall hear no appeals in dismissal cases.
- Section 8: Any member who falls below National Honor Society standards or commits an infraction of a school rule may be subject to disciplinary action. The faculty council will determine the appropriate action.
- Section 9:
- a. Warning – A member may be placed on warning for falling below the standards that were the basis for their selection to the National Honor Society.
 - b. Probation – a member may be placed on probation when suspended from school for violating the rules of Barrington High School or continuing to fall below the standards of membership after being placed on warning.
 - c. Dismissal – a member maybe dismissed for a flagrant violation of school rules or law or for continuing to fall below the standards of membership after being placed on probation.
- Section 10: Procedures
- a. Warning – A member will be notified in writing by the adviser. A warning will be in effect for a period of time determined by the Faculty Council.
 - b. Probation - A member will be notified in writing by the adviser. Probation will be in effect for a full semester. While on probation, the member cannot hold a leadership position or be a candidate for a leadership position in the National Honor Society. Further violations may result in dismissal.

- c. Dismissal - In cases of impending dismissal, members will be notified in writing by the adviser. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. If a member is dismissed, written notice will be sent to the member, his/her parents and the principal. A member who has been dismissed may appeal the decision of the faculty council under the same rules pertaining to any other disciplinary action used in the school district.

Article VIII: Chapter Officers

- Section 1: 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.
- Section 2: New officers shall be installed at a special ceremony.
- Section 3: The officers of the BHS chapter shall be president, vice president, secretary, and treasurer and shall be held to a higher standard. Any student suspended while a member of the National Honor Society cannot run for or hold office.
- Section 4: The election will take place at a meeting determined by the chapter adviser.
- Section 5: A majority of votes cast shall be necessary to elect a member to position of officer of the BHS chapter.
- Section 6: It shall be the duty of the president to preside at the meetings of the BHS chapter.
- Section 7: The vice president shall fill the chair of the president in his/her absence.
- Section 8: The secretary shall keep the minutes of the meeting, a record of all business and all records on file.
- Section 9: The treasurer shall receive members' dues and organize chapter fundraising activities.
- Section 10: A member may be removed from office for falling below the standards which were the basis for selection, and will be removed from office for violating a school rule which results in suspension.

Section 11: BHS chapter officers may participate as members or officers in other school organizations or as captains of athletic teams provided that their obligations to any such organizations or teams do not preclude the fulfillment of their responsibilities as NHS officers.

Article IX: Executive Committee

Section 1: The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2: The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3: The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section 4: The president of the chapter shall serve as the chairperson of the executive committee.

Article X: Meetings

Section 1: The BHS chapter shall have monthly meetings during the school year on a day voted on by the membership in accordance with school policy and regulations.

Section 2: Members are expected to attend all meetings but shall be allowed three absences.

Section 3: A member having more than three absences shall be considered for dismissal.

Section 4: Three tardy attendances (10 minutes or later) equal one absence.

Section 5: Special meetings approved by the executive committee may be called by the president.

Section 6: All meetings shall be conducted according to Roberts Rules of Order, Newly Reviewed in all points not expressly provided for herein.

Article XI: Activities

- Section 1: The chapter shall determine one or more service projects for each year.
- 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 added responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects in which all members contribute.
- Section 5: This chapter shall publicize its projects in a positive manner.

Article XII: Official Insignia

- Section 1: The Barrington Chapter of the National Honor Society of Secondary Schools shall have an official emblem selected by the National Council. The emblem shall be uniform.
- Section 2: The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.
- Section 3: Each active, graduate or honorary member shall be entitled to wear this emblem.
- Section 4: Any member who resigns or is dismissed from the National Honor Society shall return the emblem to the chapter adviser.
- Section 5: All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the U.S. patent and Trademark Office and may not be copied by anyone.
- Section 6: The motto of the National Honor Society shall be “Noblesse oblige.”
- Section 7: The official colors of the National Honor Society shall be blue and gold.

Section 8: A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

Article XIII: Dues

The annual chapter dues, if any, shall be determined annually by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Article XIV: Amendments

This constitution may be amended at any meeting of the Faculty Council.

Approved, April 2008