

Comal ISD National Honor Society By-Laws

ARTICLE I

Name

The names of the organizations shall be the Comal ISD, Canyon High School Chapter of the National Honor Society, Canyon Lake High School Chapter of the National Honor Society, and Smithson Valley Chapter of the National Honor Society, which appears on the charter granted by the National Honor Society, duly signed by the members of the National Council. Each secondary school will maintain its individual chapter.

Purpose

The purpose of each schools' chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Comal ISD.

ARTICLE II

The Principal

1. The principal has the authority to approve or veto all activities and decisions of the chapter.
2. The principal appoints the chapter advisers who also act as ex-officio members of the Faculty Council. Chapter advisers may serve consecutive terms.
3. The principal shall receive appeals of decisions made by the Faculty Council in cases of non-selection of candidates and the disciplining or dismissal of members.

The Chapter Adviser(s)

1. The chapter advisers shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among faculty, administration, students, and community.
2. The chapter advisers shall maintain files on membership, chapter history, activities, and financial transactions.
3. The chapter advisers shall regularly review each member for compliance with Society standards and obligations.
4. The chapter advisers shall help the chapter officers understand and carry out their duties.
5. The chapter advisers shall be ex-officio, non-voting members of the Faculty Council.
6. The chapter advisers shall be members of the faculty, appointed annually by the principal, and may serve consecutive terms.

Faculty Council

1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter advisers shall be ex-officio, non-voting members of the Faculty Council.
2. No principal or assistant principal may be included on the Faculty Council.
3. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
4. 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.
5. 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 III

Selection of Members

The National Honor Societies of Canyon High School, Canyon Lake High School, and Smithson Valley High School are duly chartered and affiliated chapters of this prestigious national organization. Standards for selection are established by the national office of NHS and have been adapted to meet local chapter needs.

1. Membership is open to juniors and seniors who have attended Comal ISD for a minimum of one semester and meet the required standards in four areas of evaluation: scholarship, service, leadership, and character.
2. A five-member NHS Faculty Council will select the students on which the honor of becoming an NHS member will be bestowed. To determine NHS membership the Faculty Council utilizes the candidate's *Student Activity Information Form*; non-binding input from administration, faculty and candidates; and the Criteria for Membership which follows.
3. Candidates are then notified regarding selection or non-selection. Following notification, a formal ceremony is held to induct all selected candidates. Upon induction, candidates are NHS members.

Criteria for Membership

1. **SCHOLARSHIP:** A student must have a high school cumulative grade point average of 92 and have completed 2 weighted credit courses to be considered for selection. The students meeting the scholarship criterion are invited to complete a *Student Activity Information Form*.
2. **LEADERSHIP & SERVICE:** *The Student Activity Information Form*, distributed at an announced meeting for eligible students and their parents, provides the Faculty Council with information regarding the candidate's leadership, service, and job experience. A history of leadership experiences and participation in extracurricular activities and community service is also included in the *Student Activity Information Packet*.

LEADERSHIP- The student who exercises leadership:

- * is resourceful in recognizing 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 and inspires positive behavior in others.
- * 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.

SERVICE- The student who offers service:

- * is willing to uphold scholarship and maintain a loyal school attitude.
- * participates in outside activity that demonstrates service to the community.
- * volunteers dependable and well-organized assistance.
- * is gladly available and 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 interclass and interschool competition.
- * performs committee and staff work without complaint.

3. **CHARACTER-** The student who:

- * takes criticism and accepts recommendations graciously.
- * constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- * upholds principles of morality and ethics.
- * co-operates by complying with school regulations.
- * 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.
- * exhibits powers of concentration and sustained attention evident by perseverance and application to studies.
- * manifests truthfulness in acknowledging obedience to rules, avoids cheating in written homework, and shows unwillingness to profit by mistakes of others.

- * actively helps to rid the school of negative influences or environment.

ARTICLE IV

Membership

1. Membership in an NHS chapter *is an honor bestowed upon a student; it is a privilege, not a right*. Selection for membership is determined by the Faculty Council and is based upon outstanding scholarship, service, leadership, and character. Once selected, members are required to continue to demonstrate these qualities.
2. Candidates become members when inducted at an official NHS induction ceremony.
3. A National Honor Society member who transfers to a Comal ISD 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.
4. An active member in good standing in the NHS chapter who transfers from a Comal ISD high school may request a letter verifying membership and standing in the National Honor Society.
5. 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.

Membership Responsibilities

1. Attendance: NHS members must attend monthly chapter meetings in order to remain in good standing. Unexcused absences from monthly meetings will result in one additional service project for each missed meeting.
2. Scholarship: Grades are reviewed at the end of each semester. A member whose GPA falls below the required 92 GPA is placed on probation. Members are expected to regain the scholastic requirement within the time designated in their probation notice or they may be dismissed from membership.
3. Dues: Members must contribute \$10.00 in dues annually.
4. Members must complete a minimum of 15 service hours per semester, to include both chapter service projects and individual service projects.
5. Chapter Service Projects: The service projects will be selected by the chapter to meet the following criteria:
 - a. to fulfill a need within the school or community
 - b. have the support of the administration and the faculty
 - c. be appropriate and educationally defensible, and
 - d. be well planned, organized and executed.
6. Individual Service Projects: Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interest.
7. A service verification sheet must be approved for individual service projects by NHS Advisers prior to beginning the service project. The verification sheet must be signed by the supervisor of the service project and submitted to NHS advisers after completion of the project.
8. NHS members may not receive payment, award, recognition, or earn a grade for service project hours.

Good Standing

1. End of Year: Members who have not fulfilled service 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.
2. Seniors: By April 15th prior to graduation, seniors who fail to fulfill all membership requirements may be referred to Faculty Council for dismissal and will not be eligible to wear the NHS collar or be designated as an NHS member in the graduation program.
3. Maintaining Standards: 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 may be dismissed from NHS.
4. Students or parents having questions regarding the NHS selection process or membership requirements are encouraged to contact Chapter Advisers.

ARTICLE V

Discipline & Dismissal

1. Members who fall below the standards which were the basis for their selection shall be warned by the Chapter Advisors, placed on probation, and given a reasonable amount of time to correct the deficiency.
2. Failure to correct deficiencies in any of the areas of selection criteria may result in disciplinary measures and/or dismissal from NHS membership.
3. In the case of violation of school rules, honor code, or civil laws, a member does not have to be warned but may be placed on immediate probation pending a dismissal hearing.
4. NHS members who violate school and/or chapter guidelines may receive disciplinary actions by both school administration and NHS Faculty Council.
5. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings for NHS violations.
6. 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 Advisors in writing.
7. In case of impending dismissal, a member shall have the right to a hearing before the Faculty Council.
8. The Faculty Council will review each dismissal case and determine if dismissal is warranted by a majority vote.
9. All appeals must be made to the school principal in accordance with Board Policy F and G (Local).
10. All dismissals are final. A dismissed student may not reapply to the same or any other chapter of NHS.

ARTICLE VI

Chapter Officers

1. An election for officers will be held no later than the last chapter meeting of the academic year. Elections will be held by secret ballot with only eleventh grade members voting.
2. Only members in good standing will be eligible to vote.
3. All officer candidates must be members in good standing.
4. For each office, the candidate receiving the most votes will serve the following academic year in that position.
5. Officers are under the supervision of the chapter advisers and may be disciplined or dismissed from office for failure to perform the duties of the office or failing to remain in good standing.
6. Dismissal from NHS automatically removes the member from any office held.
7. In the event of an office vacancy, the Faculty Council will appoint an officer for the remainder of the academic year.
8. In addition to elected positions, the Faculty Council and/or the Executive Committee may appoint committee chairs or accept volunteers for the positions. Additional positions and committees may be created as the need arises.

Elected Officer Positions & Duties:

President

- Organize, plan and lead to ensure the overall success of the chapter.
- Work with the chapter advisers to plan a calendar of activities for the upcoming year.
- Plan regular meetings and prepare agendas for the officers; delegate responsibilities as necessary.
- Plan meetings and prepare agendas for a general chapter meeting monthly.
- Coordinate the planning & implementation of the induction ceremony and reception.
- Meet with interested collaborators/sponsors.
- Meet with the other officers and chapter advisers to choose honorary members.
- Ensure that the chapter fulfills all chapter standards.
- Meet/Update/Present chapter status to advisers monthly.
- Participate in a scheduled weekly meeting with the advisers.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.

Vice President

- Fulfill president's duties in the absence of the president and assist the president in the completion of duties

as needed.

- Keep attendance records at chapter meetings and record them on spread sheet.
- Assist the president in coordinating activities to help the chapter fulfill all chapter standards.
- Book facilities for officer/general meetings and events on campus.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

Treasurer

- Assist in managing chapter funds with guidance from the chapter advisers.
- Receive chapter funds, maintain records, and submit funds to chapter advisers.
- Collect individual service hour records at chapter meetings.
- Maintain records of service projects on spreadsheet and track member participation.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

Secretary

- Prepare e-mail list for correspondence with members and their parents.
- Record and prepare the minutes of each executive committee and chapter meeting.
- Compose and send chapter correspondence as needed.
- Work with other officers to complete chapter activity summaries.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

Historian

- Keep the bulletin board current with activity information.
- Prepare and submit announcements for all NHS activities and meetings.
- Submit and/or check progress of chapter activity summaries.
- Take pictures of service projects/activities to include in the chapter scrapbook and submit reports to the local media and school publications.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

Article VII

Executive Committee

1. The executive committee shall consist of the officers of the chapter and the chapter advisers.
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 are specified in the chapter bylaws.
3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. This includes chapter activities except those concerning the selection, discipline, and dismissal of members, which are the sole domain of the chapter's Faculty Council.

Article VIII

Meetings

1. Each chapter shall have monthly meetings before and after school on days designated by the executive committee and in accordance with school policy and regulations.

2. The chapter president or committee chairs may call committee meetings as needed to prepare for service projects.
3. Chapters shall conduct meetings according to *Robert's Rules of Order*, Newly Revised, in all points not expressly provided for in the NHS national constitution, chapter constitution, or the chapter bylaws.

Article IX

Official Insignia

1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.
2. Each member in good standing with the chapter shall be entitled to wear this emblem. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
3. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are filed for registration with the United States Patent and Trademark Office and may not be copied by anyone.
4. The motto of the National Honor Society shall be *Noblesse Oblige* and the official colors of the National Honor Society shall be blue and gold.