



# **NATIONAL HONOR SOCIETY BYLAWS**

## **Grinnell Community High School Chapter**



### **ARTICLE I**

#### **Name and Purpose**

Section 1: The name of this organization shall be Grinnell Community High School Chapter of the National Honor Society of the 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 students of secondary schools.

### **ARTICLE II**

#### **The 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 advisor, who may serve consecutive terms.

Section 3: The principal shall annually appoint a Faculty Council composed of five members from diverse departments of the school's faculty who may serve consecutive terms.

Section 4: The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

### **ARTICLE III**

#### **The Chapter Advisor**

Section 1: The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and the community. The chapter advisor shall conduct the membership selection meetings of the Faculty Council.

Section 2: The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send the annual activity report to the national office.

Section 3: The chapter advisor shall regularly review each member for compliance of the rules.

Section 4: The chapter advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 5: The chapter advisor 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 anonymous voting members appointed annually by the principal. 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 non-selection, dismissal, other disciplinary actions, and warning cases.

## **ARTICLE V**

### **Membership**

Section 1: Membership is open to any junior or senior who meets the annually published criteria for scholarship, character, leadership and service. A Faculty Council will select the members based on the above criteria. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: Candidates become members when inducted at a Fall/Winter special ceremony.

Section 3: A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter sponsor to the new school's chapter sponsor shall be accepted automatically as a member in Grinnell Community High School Chapter of the National Honor Society. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 4: Members who resign or are dismissed are never eligible for membership or its benefits.

Section 5: Should it be decided that membership requirements require revision, any members inducted previous to that revision shall be held to the standard of the requirements at the time of their induction. Any change in requirements will not be retroactive.

## **ARTICLE VI**

### **Selection of Members**

Section 1: To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Grinnell High School the equivalent of one semester, maintaining good conduct as defined by the student handbook. Students who have incidents of academic or other misconduct on record with the office can be removed from consideration for membership.

Section 2: Candidates must have a cumulative scholastic G.P.A. of 3.75. Candidates shall then be evaluated on the basis of service, leadership and character pursuant to the procedures published annually. (Appendix 1) Candidates must also have a minimum of twenty (20) service hours and a minimum of three (3) leadership positions to be considered for NHS membership.

Section 3: The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 4: A description of the selection procedure shall be published in an official school or community publication, which is widely available to all students and parents of the school, or shall be disseminated to the public in a manner deemed satisfactory by the principal.

## **ARTICLE VII**

### **Membership**

Section 1: Members must maintain a 3.75 GPA and good conduct as defined by the Student Handbook and the Constitution.

Section 2: Members are required to attend all NHS meetings unless prior arrangements have been made.

Section 3: Members may miss one meeting per year without penalty.

## **ARTICLE VIII**

### **Dismissal**

Section 1: Members who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter advisor. (Example: criminal activity, conduct violations, or G.P.A below 3.75) The member may be given a reasonable amount of time to correct the problem. In the case of serious violations, the warning phase may be bypassed.

Section 2: The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 3: In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

Section 4: For the purposes of dismissal, a majority vote of the faculty council is required.

Section 5: A member who has been dismissed may appeal the decision of the faculty council to the principal.

## **ARTICLE IX**

### **Appeals**

Section 1: The principal shall hear all appeals to dismissal or non-selection. Appeals must be submitted to the principal in writing within five days of receipt of letter of rejection or notification of dismissal. Any and all appeals beyond that point will not be considered.

Section 2: Should the principal feel the appeal justified, the principal may grant the appeal and send the matter before the NHS Appeals Committee, which shall include the principal, the NHS sponsor, and two additional staff selected on an as-needed basis.

Section 3: The Appeals Committee Members shall be two staff members not serving on the Faculty Council, the NHS Advisor, and the principal. The staff members serving in this capacity shall remain anonymous.

Section 4: The principal shall present the content and context of the appeal to the Appeals Committee, and both principal and advisor will inform the Appeals Committee members of pertinent information from the Faculty Council deliberations.

Section 5: Appeals will either be upheld or rejected by the NHS Appeals Committee. There shall be no further opportunity for appeal beyond this point.

## Appendix 1

### **Selection Procedure** *(from Selection Criteria and Procedure)*

1. Students with a minimum 3.75 GPA who are interested in joining NHS will pick up an information sheet which contains the URL to the online NHS resources for Grinnell Community Schools. **Students will be responsible for submitting this application by the deadline therein.**

- Exceptions to deadline will be made only in extreme circumstances.
- Incomplete applications will not be considered.
- Students must have a minimum of three leadership positions total, and a minimum of twenty hours of service to move forward in the process.

2. The entire faculty will rate candidates on Character and Leadership on a scale from 1-5, with 1 being unacceptable and 5 being outstanding. Scores will be totaled and averaged, and this information will be considered by the Faculty Council in their deliberations. Teachers will rate only students they have taught/coached.

- Students with an average faculty ranking of 3.0 or lower in either Character or Leadership will be removed from consideration.

3. The Faculty Council will meet and discuss all remaining candidates, using the criteria listed above in addition to the average ranking by the GHS faculty. The Council will discuss positives and negatives as pertain to the criteria above, and finally render a yes/no vote with the majority result being the deciding factor for entry.

4. Letters of acceptance or rejection will be mailed with rationale as to why a student was or was not included.

- Appeals will be considered as the principal sees fit.
- Appeals shall be submitted in writing and with justification to the principal within five days of receipt of notice of rejection.
- The names of those serving on the Faculty Council will remain anonymous.

## **Alterations Log:**

### **2009-2010**

1. AMEND - On application, add language – “Leaving leadership/service sections blank may result in removal from consideration.” Vote 4/0 in favor, one abstaining.
2. CHANGE – Application entirely electronic, signature pages due as hard copies. Add language to this effect, using “Google Docs” or some other uniform entity. Vote 4/0 in favor, one abstaining.
3. CHANGE – On new signatures page, include language: “Signatures must be obtained for this page. Photocopies of previous service hours pages will NOT be accepted. Failure to attain signatures may result in removal from consideration, unless previously arranged with NHS sponsor.” Vote 4/0 in favor, one abstaining.
4. AMEND – On bylaws, alter minimum GPA for consideration from 3.5 to 3.7 Vote split 2/2 between 3.7 and 3.75, with one abstaining. Decision by Advisor 3.75

### **2010-2011**

1. AMEND – Alter minimum attributes for service hours and leadership positions on application from 10 to 20 and 2 to 3 respectively. (5/5 in favor of alteration)

### **2011-2012**

1. AMEND – Article VI Section 1. Add misconduct language excluding members. Vote 3/0 in favor, one abstaining.

### **2012-13**

1. AMEND – (All Relevant Articles). Change minimum GPA to 3.5 for the 2012-13 selection ONLY to reflect change in grade point calculations and handbook information at Grinnell High School. GPA to return to 3.75 for the 2013-14 selection. Decision by Advisor/Administration.

### **2013-14**

NO ALTERATIONS REQUESTED BY ADVISOR, ADMINISTRATION, OR COMMITTEE