

Pre-Amble

In accordance with the National Honor Society Handbook, 16th Edition, chapter By-Laws are designed to “amplify sections of the National Constitution and to clarify operating procedures” of the Dunlap High School’s chapter of the NHS. Chapter By-Laws were revised in May of 2011 by Faculty Advisor Tom Olson, approved by the NHS graduating class of 2012, and also approved by Principal Mr. Tom Welsh.

Dunlap High School National Honor Society By-Laws

Article I – Name and Purpose

- Section 1. The name of this organization shall be the National Honor Society of Dunlap High School.
- 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 Dunlap High School.
- Section 3. This chapter is established and functions under the rules and regulations established by the national offices of NHS.
- Section 4. The National Honor Society is a program of the National Association of Secondary School Principals (NASSP).

Article II – Membership

- Section 1. Membership in local chapters 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. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, 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 the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 3. Candidates become members when inducted at a special ceremony.
- Section 4. A National Honor Society member who transfers to Dunlap High School and brings a letter from the former principal or chapter advisor to the Dunlap adviser shall be accepted automatically as a member in the school’s chapter.
- Section 5. Dunlap chapter members who are transferring to another chapter should contact the chapter adviser for a letter of transfer to the new school.
- Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 7. There shall be no dues collected for membership in NHS.

Article III – Selection of Membership

Section 1. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

Scholarship: The requirement is a 3.50 GPA (on a 4.0 scale) based on a student's cumulative grade point average after their 5th or 7th Semester

Leadership: The number of offices a student has held or other positions of responsibility in school or community organizations, also including effective participation in other co-curricular activities

Students must have held a position of leadership or show evidence of leadership qualities and skills to meet the leadership criterion.

The student who exercises leadership:

- Exercises positive influence on peers in upholding school ideals
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community actions
- Exercises a positive influence on peers in upholding school ideals and spirit
- Is thoroughly dependable and accepts responsibility

Service: Actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service

Students must demonstrate completion of at least ten (10) hours of service at school or in the community to meet the service criterion.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school (e.g., Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged)
- Shows courtesy by assisting visitors, teachers, and students

Character: A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, while adhering to the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship

In addition, it can also be said that the student of character:

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Takes criticism willingly and accepts recommendations graciously
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

- Section 2. To be eligible for membership the candidate must be a member of junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester.
- Section 3. Candidates must have a cumulative scholarship average of at least a 3.5/4.0. Candidates shall then be evaluated on the basis of service, leadership, and character.
- Section 4. Students will fill out a student activity information form which will be reviewed by the Faculty Council, along with any other verifiable information about each candidate and his or her activities which define the candidate's leadership, service, and character.
- Section 5. A late student activity information form will be accepted by the faculty advisor(s), however responsibility is one aspect of character, which is one of the four key elements considered in the selection process.
- Section 6. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
- Section 7. No quotas or percentages of members per class can be established.
- Section 8. Those students selected are to be notified promptly and personally by the chapter advisor or printed letters.
- Section 9. Printed copy of the chapter By-Laws, including the selection process shall be available to the public through printed text in the Student Handbook and/or online at the Dunlap High School website.

Article IV – Non-selection of Members

- Section 1. In cases of non-selection, special efforts should be made by the faculty advisor(s) to explain the selection process and the reason for non-selection (leadership, service, and/or character) to those students who are unhappy about the results of the selection process.
- Section 2. Chapters are not legally or constitutionally obligated to share with parents,

- guardians, and students information concerning specific students not selected for membership in the Society.
- Section 3. Students, parents, or guardians still not satisfied, should take their discussion to the principal.
- Section 4. The principal may hear appeals and overturn decisions especially in cases of technical or procedural mistake. The professional and objective manner of the Faculty Council decision is otherwise final.
- Section 5. All appeals must be registered with the chapter advisor(s) or principal within 10 school days after the announcement of membership non-selection. If no appeal has been registered within the defined period of time, then all records pertaining to this round of selection will be destroyed.
- Section 6. The NASSP has no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.
- Section 7. A student who is not selected after their 5th semester may be considered for membership after their 7th semester if the student continues to fulfill the scholarship requirement. Demonstration of sufficient growth and improvement to compensate for previous inadequacies will be the focal point of the Faculty Council's decision.

Article V – Chapter Discipline

- Section 1. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.
- Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except 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 impending dismissal, a member shall have a right to a hearing before the Faculty Council.
- Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.
- Section 6. A member who has been dismissed may appeal the decision of the Faculty Council first to the principal thereafter under the same rules for disciplinary appeals in the school district.

Article VI – Chapter Officers

- Section 1. President – runs monthly meetings, takes care of chapter business
- Section 2. Vice President – publicizes and coordinates chapter wide service opportunities and tabulates service requirement hour log records
- Section 3. Treasurer – manages and does bookkeeping for club fundraising/activities
- Section 4. Secretary – notifies members of meetings; responsible for chapter records

Article VII – Meetings

- Section 1. The chapter will strive to hold monthly meetings, outside of normal school hours, during the school year, as scheduled by the executive committee or advisor. Meeting times shall be announced one week in advance.
- Section 2. Special meetings may be called by the chapter president or chapter advisor.
- Section 3. Meetings shall be conducted according to standard rules of order.
- Section 4: Members are required to attend all NHS meetings unless the member notifies the chapter advisor prior to the meeting to be missed.
- Section 5: Members may miss one meeting per year without penalty.

Article VIII – Activities

- Section 1. Each student must complete five (5) homeroom tutoring periods and ten (10) hours of service: five (5) within the group and five (5) as an individual.
- Section 2. A *group* service project shall be decided for each school year and shall be publicized in a positive manner.
- Section 3. The project shall: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educational; and be well planned, organized, and executed.
- Section 4. All members shall participate in the group project; if a member cannot participate in the project they are responsible for completing five (5) additional hours as an individual.
- Section 5. Each member shall participate in an *individual* service project(s) totaling at least five (5) hours each school year. The service may be of their own choosing in their own particular talent.
- Section 6. All NHS activity hours are cumulative; therefore, extra NHS activity hours or tutoring hours will be counted toward additional service and will carry forward to compensate for missed service hours as needed. Appropriate information must be documented along with the total number of hours completed.
- Section 7. Printed copy of the chapter By-Laws, including the selection process shall be available to the public through printed text online at the Dunlap High School website.

Article IX – The Chapter Advisor

- Section 1. The chapter advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 2. The chapter advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions.
- Section 3. The chapter advisor(s) shall regularly review each member for compliance with Society standards and obligations.
- Section 4. The chapter advisor(s) shall help the chapter officers understand and carry out their duties.

- Section 5. The chapter advisor(s) shall be an ex-officio, non-voting, sixth member of the Faculty Council, serving as a facilitator of discussions, keeping the council focused on objective data used to review each case.

Article X – 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 cannot serve as chapter advisor or as a member of the Faculty Council.
- Section 4. The principal cannot attend the Faculty Council meetings but entrusts the advisor and members of the Faculty Council with the authority over selection and dismissal.
- Section 5. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

Article XI – Faculty Council

- Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter advisor shall be an ex-officio, non-voting, sixth member(s) 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 names of the Faculty Council will not be published.
- Section 4. 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.
- Section 5. 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 (See Article III, IV, & V).

Article XII – Provisions for amending the bylaws.

- Section 1. Amendments to the By-Laws shall be by a two-thirds vote at a regular business meeting.
- Section 2. Voting on Amendments shall be deferred to at least the next meeting after introduction.
- Section 3. Amendments must be consistent with the National Constitution.
- Section 4. Sections concerning selection criteria or procedures and disciplinary measures are reserved to the Faculty Council for content changes.
- Section 5. Final approval by the principal is required.