

CONSTITUTION AND BY-LAWS
OF THE
NATIONAL HONOR SOCIETY

Ephrata High School

Established May, 1984

Revised September, 2008

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Ephrata High School Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the national secretary.

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 Ephrata High School.

ARTICLE II: MEMBERSHIP

Section 1. Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. All potential members shall complete an application for membership.

Section 2. Membership shall be known as active 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 advisors, or citizens in recognition of outstanding service rendered the school in keeping with the purpose of the National Honor Society.

Section 4. New members shall be inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to compete in the National Honor Society Scholarship Program.

Section 6. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to Ephrata High School NHS Chapter advisor shall be accepted automatically as a member in the Ephrata Chapter. Transfer members must meet the Ephrata Chapter 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 III: SELECTION OF MEMBERS

Section 1. To be eligible for membership, a candidate must be a member of the junior or senior class and shall have attended Ephrata High School for at least one full year. An academically eligible student will be notified of his eligibility in the fall of his junior or senior year.

Section 2. A description of selection procedure and eligibility requirements shall be posted on the school web site each fall.

Section 3. A candidate must have a cumulative scholastic average of at least a 3.75 weighted and have attended school 90% of the days in session since entering ninth grade.

Section 4. A candidate shall have a good discipline record, be in good standing with law enforcement officials in the community, and refrain from using alcohol or illegal drugs and substances.

Section 5. A candidate scholastically eligible for election to this chapter must declare his intention by completing an application, which indicates evidence of academic success, good character, service, and leadership. The candidate shall be asked to seek out qualified people who can attest to his qualifications. The candidate shall be evaluated by his teachers.

Section 6. Selection of members to the chapter shall be by a majority vote of the Faculty Council. Their decision is final and not subject to review.

Section 7. A candidate selected by the Faculty Council to be a member of the National Honor Society shall be notified of his selection and invited to an introduction session.

Section 8. Candidates and their parents shall be invited to a formal evening induction ceremony.

ARTICLE IV: DISMISSAL

Section 1. A member placed on academic probation shall be notified in person by the advisor and by a letter sent to his home. The following criteria have been established:

- a. All junior members are probationary members until weighted grades are published at the end of the junior year.
- b. A grade point average below 3.75 weighted at the end of the junior year shall result in a membership freeze and a probationary letter sent home. A membership freeze shall prohibit the member from using National Honor Society as an activity on a college or scholarship application until the grade point average is raised to the requirement. This membership freeze shall remain for two marking periods (first semester).
- c. A senior member who is on probation for the first semester and fails to raise his or her grade point average to the 3.75 weighted minimum by the end of the first semester shall be reviewed by the Faculty Council. He shall be notified by letter of the review date. The probationary member has the right to explain his academic status to the Faculty Council. He may appear in person for a hearing, or he may respond by letter. At the review the Faculty Council shall examine grades and extenuating circumstances

and shall make specific recommendations for improvement. The Faculty Council shall be the sole determiner of extenuating circumstances.

- d. A member who has a grade point average lower than 3.75 weighted after first semester senior year shall result in dismissal unless extreme circumstances explain the lack of academic standards.

Section 2. A member shall have been in daily attendance 95% of the scheduled days of school for the marking period. Failure to maintain the required 95% shall cause the student's membership to be reviewed by the Faculty Council and may result in dismissal from the Society.

Section 3. A member who violates the alcohol or drug policy of the Ephrata Area School District shall be dismissed from the Society.

Section 4. The following procedures apply to disciplinary matters:

A member whose conduct may be in violation of the guidelines of character, leadership, or service as identified in the National Honor Society Eligibility Requirements shall be notified of the alleged misconduct by the advisor. The matter shall be reviewed by the Faculty Council. The member concerned shall be notified by letter of the review date. Prior to the review by the Faculty Council, the member has the right to appear for a hearing or to respond by letter. The review may result in censure or dismissal.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Candidates shall be nominated and seconded for an office. A vote shall be taken for that office by secret ballot. A majority of votes shall be necessary to elect any chapter officer.

Section 2. The duties of each office shall be read before the nominating and voting procedures are undertaken for that office.

Section 3. There shall be a time limit given in which the nominations can be made. This time limit shall be specified by the advisor.

Section 4. Outgoing members of the Society may participate in the nominating procedure. However, they shall be excluded from the voting procedures.

Section 5. A recount of any vote may be requested by a motion. Upon the seconding of this motion, a recount shall be taken. A recount can be requested only once.

Section 6. All election procedures shall be conducted by the advisors of the organization.

Section 7. New officers in National Honor Society may not hold an executive position in Student Council, Yearbook, Newspaper, or any other major organization in accordance with the policy of the Ephrata High School Student Activities Director.

ARTICLE VI: CHAPTER OFFICERS

Section 1. The officers of this chapter shall include President, Vice-President, Secretary, and Treasurer.

Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.

Section 3. It shall be the duty of the President to preside at the meetings of this chapter. He/she is an ex-officio member of all committees and is responsible for coordinating all chapter activities. The President shall be the official representative of the chapter.

Section 4. It shall be the duty of the Vice-President to preside in the absence of the President and to assist in coordinating committee and chapter activities. The Vice-President shall assign library duties and act as chapter historian. The Vice-President will take attendance at membership meetings and keep a spreadsheet record of membership attendance.

Section 5. It shall be the duty of the Secretary to keep the minutes of the meetings, a record of all business, and all records on file. He/she shall keep records of service projects and participation in chapter activities.

Section 6. It shall be the duty of the Secretary to handle the chapter's social correspondence. The Secretary shall also reserve the venue for meetings with the Student Activities Director as well as writing announcements for the NHS bulletin board.

Section 7. It shall be the duty of the Treasurer to collect, count, and deposit money with the Student Activities Director. He/she shall also keep a spreadsheet of the NHS account. The Treasurer shall also write purchase orders for membership supplies and expenditures.

ARTICLE VII: SUCCESSION OF OFFICERS

Section 1. In the event the President is unable to fulfill his duties, the Vice-President shall be appointed as President.

Section 2. In the event that an officer, other than the President, is unable to fulfill his office, a member shall be elected to that vacancy. All officers, other than the President, and all members are

eligible for nomination to an office. Nominations and election shall be held as specified in Article V of this constitution.

Section 3. No member of the National Honor Society may hold more than one office. If a member is elected to two offices, he must decide which office to hold. New elections shall then be held for the vacated office.

ARTICLE VIII: EXECUTIVE COMMITTEE

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

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendation to the chapter, and determine and perform such duties as are 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.

ARTICLE IX: SUPERVISION

Section 1. The activities of this chapter shall be subject to the approval of the advisors and principal.

ARTICLE X: MEETINGS

Section 1. The regular meetings of this chapter shall be held bimonthly, the first and third Wednesday of the month. The executive committee shall meet the second and fourth Wednesday of the month.

Section 2. The officers of this chapter shall be elected at the last regular meeting of the year.

Section 3. Special meetings approved by the advisor may be called by the President.

Section 4. All meetings shall be open meetings and shall be held under the sponsorship of the advisor or some other faculty member, selected by the advisor or approved by the principal.

Section 5. The meetings shall be conducted in an orderly fashion using *Robert's Rules of Order, Newly Revised* as a resource guide.

ARTICLE XI: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each school year.

Section 2. All junior members shall regularly participate in at least three minor service projects. All senior members shall regularly participate in at least two minor service projects. All members must participate in mandatory service projects. A minor service project shall consist of at least two hours of service time.

Section 3. All 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 responsibility for choosing and participating in a 40-hour service project which reflects his/her particular talents and interests. This shall be in addition to the chapter projects to which all members shall contribute.

Section 5. Each chapter shall publicize its projects in a positive manner. Each member is responsible for completing the appropriate paperwork for each service project within four weeks of completion of each project.

Section 6. All senior members shall complete three library duties per semester. Failure to complete all service projects and library duties shall exclude senior National Honor Society members from the privilege of wearing the National Honor Society Honor Cord at graduation.

ARTICLE XII: EMBLEM

Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society of Secondary Schools.

Section 2. Any member who withdraws or is dismissed from the chapter shall return the emblem.

Section 3. Each member agrees that, whether the emblem comes to him as a gift, personal purchase, an award, or from whatever source, the title of the emblem shall rest with the chapter of which he/she is a member. The Faculty Council can, therefore, by a majority vote, request that any member return the emblem. In the case where the emblem can be shown to have been a personal purchase of the member, the Council shall reimburse the member the original cost of the emblem upon its surrender. Furthermore, each member agrees that his acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.

Section 4. All insignia must be procured from the National Secretary of the National Honor Society, 1904 Association Drive, Reston, VA 22091. All insignia are registered in the United States Patent Office and cannot be duplicated by anyone.

ARTICLE XIII: DUES

Section 1. There shall be no annual dues for members of this chapter.

ARTICLE XIV: SCHOLARSHIP

Section 1. All eligible National Honor Society members shall be informed of the National Honor Society Scholarship at a monthly meeting or by special memorandum.

Section 2. All interested, eligible members shall complete questionnaires and return them to the advisor by a predetermined date.

Section 3. A nominated committee, consisting of five faculty, administrative and/or guidance personnel, shall review each applicant. Each committee member shall select two members he feels best exemplify the National Honor Society qualities of scholarship, leadership, service, and character. The National Honor Society advisor shall then tally the votes to determine the two chapter nominees.

Section 4. The two nominees shall be announced by the National Honor Society advisor and shall be required to complete the official Scholarship Selection Questionnaire.

ARTICLE XV: AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the chapter members provided that the proposed amendment has been subjected to the review and approval of the Faculty Council, and that notice to members has been given at least one month prior to the meeting at which it is to be voted upon.