



**La Feria High School Chapter
of the
National Honor Society
By-Laws
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Article I

Name and Purpose

- Section 1. The name of this organization shall be the La Feria High School Chapter of the National Honor Society (NHS).
- 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 La Feria High School.

Article II

Relationship to the National Council

The La Feria High School Chapter is under the sponsorship and supervision of the National Council, which in turn is governed by the National Association of Secondary School Principals (NASSP). 190 Association Drive, Reston, VA 22091.

Article III

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 Chapter adviser who may serve consecutive terms.
- Section 3. The Principal may be part of the local school district appeal process for non-selection or dismissal cases when the need arises.



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Article IV

The Chapter Adviser

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

Article V

Faculty Council

- Section 1. The faculty council shall consist of five appointed, voting faculty members. Faculty council members shall remain anonymous. Candidates who are not accepted may appeal the decision.
- Section 2. The term of a faculty council member shall be three (3) years. Members may be appointed to consecutive terms.
- Section 3. The Chapter adviser shall be an ex-officio, non-voting member of the faculty council.
- Section 4. The faculty council shall meet once per semester, or as needed. Additional meetings may be called at the adviser's discretion. Meetings are not needed for faculty council approvals, if the majority of the council agrees to vote without meeting for deliberation.



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Section 5. The primary responsibilities of the faculty council include: member selection, warning and dismissal cases, and adviser support.

Article VI

Membership

Section 1. Membership in this Chapter is an honor that is bestowed upon a student. Selection for membership is made by the faculty council based upon input from the high school faculty and the outstanding scholarship, character, leadership, and service examples as noted on the prospective member's Student Activity Form. Once students have been selected, they are responsible for continuing to demonstrate these qualities according to the Chapter guidelines.

1A) Once membership is granted, it is a privilege, not a right; therefore, membership may be taken away for any reason determined by the faculty council. Only the council can decide to take away membership, but the commission of any of the following acts or circumstances will *likely* result in the removal of membership.

- Conviction of a criminal offense
- Possession of/use of alcohol, drugs, or tobacco
- Any member caught cheating on a test, exam, or paper.

1B) For any of the following acts a dismissal hearing of the member will be held.

- Any action that is considered unbecoming of a member as decided by the adviser and referred to the faculty council
- Receipt of a referral or ISS for disciplinary reasons
- Other infractions as noted in section 1C

1C) The following violations of NHS policy will result in the stated punishment with the most severe or advanced issues resulting in a faculty council dismissal hearing.

- If any member's cumulative GPA shall drop below the minimum GPA of 5.1 on a 6.0 scale, then he/she will have one semester of probation to raise the GPA back to the minimum. At that point, if the GPA has



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not met the minimum standard, then the student must meet with the adviser to discuss a plan of action which may include removal of membership.

- Any member caught cheating on homework or class work as determined by the teacher will be required to complete an additional five (5) community service hours that will focus on tutoring or mentoring of other students. This is only for the first offense. The second offense, if there is one, will result in a dismissal hearing of the faculty council as the student is showing a pattern of poor behavior that affects the reputation of the student and of NHS.
- Any member that receives a total of six tardies across all combined classes per semester will warrant a letter of probation. Four such tardies will warrant a letter of warning. A tardy received during this probationary period will result in referral to the executive committee and adviser. If a student receives a referral related to tardies, the following will apply:

First referral = five (5) hours additional community service

Second referral = dismissal hearing

Section 2. Membership shall be known as active and graduate. Active members shall become graduate members upon graduation.

Section 3. The faculty council and general membership shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

Section 4. Candidates become members when inducted at a special ceremony. Candidates that are unable to attend the induction ceremony may still become members of the Chapter at the discretion of the adviser and executive committee.

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



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Section 6: An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter within 30 days of transfer. 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. They may not use NHS affiliation on resumes or applications and must surrender their NHS pins, membership cards and certificates.

Article VII

Selection of Members

Section 1. To be eligible for membership the candidate must be a rising junior or senior. Candidates must have been in attendance at La Feria High School the equivalent of one (1) semester. Some candidates may be ineligible for induction because of the semester ruling.

Section 2. Candidates must have a cumulative scholastic average of 5.1 on a 6.00 scale. Candidates shall then be evaluated on the basis of service, leadership, character and the quality of the Student Activity Form submitted. If a student does not submit their Student Activity Form they will not be considered for membership.

Section 3. The selection of each member to the Chapter shall be by a majority vote of the faculty council.

Section 4. During the selection process, high school disciplinary records of the student may be reviewed by the faculty council as relating to the character of the candidate. In addition, high school records of attendance may be reviewed.

Section 5. A description of the selection procedure shall be available to students and parents of La Feria High School. The selection procedure shall be determined by



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the faculty council in cooperation with the adviser and shall be consistent with the rules and regulations of the National Honor Society.

- 5A) The faculty of La Feria High School will receive a form that lists the prospective candidates so that they will have an opportunity to rate the students based on their character, service and leadership. The ratings will be on a 1 – 4 scale (1 = poor, 2 = average, 3 = above average, 4 = excellent) and will be based on their experiences and interactions with the students. Information and comments from the faculty survey will be aggregated and provided to the faculty council for consideration during the selection procedure.
- 5B) The submitted Student Activity Forms, with associated disciplinary/attendance records, and the aggregated faculty survey results will be provided to the faculty council without names attached.

Section 6. The National Council and the NASSP shall not review the judgment of the faculty council regarding the selection of individual members to local chapters.

Article VIII

Dismissal

Section 1. The procedure for dismissal shall be determined by the faculty council in cooperation with the adviser and in compliance with the rules and regulations of the National Honor Society.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter adviser and given a designated period of time to correct the deficiency. In the case of a flagrant violation of school rules or civil law, a member does not have to be warned prior to a dismissal hearing.

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



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Section 4. A member who has been dismissed may appeal the decision of the faculty council to the high school principal in accordance with the guidelines of NASSP.

Section 5. The National Council and the NASSP shall hear no appeals in dismissal cases.

Article IX

Chapter Officers

Section 1. The officers of this Chapter shall be: president, vice-president, secretary, treasurer, parliamentarian and historian.

Section 2. The president shall assist the adviser in planning the agenda, chair general membership and executive committee meetings, be in attendance at all executive committee and general membership meetings, oversee all standing committees, be the official representative of the Chapter at all Chapter events and projects and any school functions in which NHS is asked to participate, and perform all other duties designated by the adviser.

Section 3. The vice-president shall serve in the absence, or at the request of, the president, oversee all service project chairpersons and the official services undertaken by the Chapter, prepare regular reports for the president, adviser and membership concerning service, be in attendance at all executive committee and general membership meetings, and perform all other duties designated by the adviser.

Section 4. The secretary shall take minutes at all general, executive and special meetings, prepare minutes to be read at each meeting with copies for the NHS files, attend to any correspondence for the Chapter, be in attendance at all executive committee and general membership meetings, and perform all other duties designated by the adviser.

Section 5. The treasurer shall diligently and accurately handle all bookkeeping and bill-paying permitted to the Chapter, work closely with the vice-president concerning all fundraising undertaken by the Chapter, prepare current reports for presentation to the membership and adviser, be in attendance at all



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executive
other duties

committee and general membership meetings, and perform all
designated by the adviser.

Section 6. The parliamentarian shall be responsible for ensuring that the meeting are held in accordance with parliamentary procedures, take roll during the meetings, keep records of membership requirements (excluding community service hours), including attendance at service projects and fundraisers, be in attendance at all executive committee and general membership meetings, and perform all other duties designated by the adviser.

Section 7. The historian shall keep a current record of the Chapter's activities through pictures, displays or scrapbooks, seek opportunities to promote the local Chapter in the school, community and state, report to the secretary and adviser, be in attendance at all executive committee and general membership meetings, and perform all other duties designated by the adviser.

Section 8. Candidates for Chapter offices must follow election procedures outlined herein. All nominations for officers must be by a senior member of NHS. Self-nomination is not permitted. Juniors that are interested in becoming an officer for their senior year should contact a senior to nominate them.

Section 9. A majority of the votes cast shall be necessary to elect any Chapter officer. To serve, an officer must be a two-year member. If there are not enough senior, two-year members, then the officer positions may be filled by any member. In that case, a student may serve consecutive terms in an office, but must follow all nomination and election procedures the second year. In the case of a student that runs unopposed, that student will automatically be elected, no vote being necessary.

Section 10. Elections shall be held in late spring, or at the discretion of the adviser. New officers will be installed at an Induction Ceremony so that they will be active for the final meeting(s) of the school year. After election, new officers will shadow current officers to learn about the duties of their new position.



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Article X

Executive Committee

- Section 1. The executive committee shall consist of the Chapter officers and the adviser.
- Section 2. The executive committee shall have general supervision of the affairs of the Chapter between its business meetings, and make recommendations to the Chapter at its general meetings. All actions and recommendations of the executive committee shall be reported to the Chapter membership.
- Section 3. The executive committee shall ensure that Chapter activities and procedures follow school policy and regulations.
- Section 4. The executive committee shall have regular meetings scheduled at the convenience of the committee members. Written minutes of these meetings shall be kept on file by the secretary and available to the adviser and membership.

Article XI

Meetings and Service Projects

- Section 1. The Chapter shall have regular meetings throughout the school year on days designated by the executive committee, in coordination with the adviser, and in accordance with school policy and regulations. General membership meetings and executive committee meetings will be in the adviser's classroom or at a location of the adviser's choosing.
- Section 2. Special meetings may be called by the adviser or the Chapter president.
- Section 3. A quorum for meetings shall be 70 % of the general membership.
- Section 4. Attendance at all NHS activities is mandatory, regardless of the function.
- 4A) More than two (2) unexcused absences from meetings or service projects will result in one semester of probation. Any further unexcused absence during that



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probationary period will result in a penalty of five (5) additional community service hours and possible referral to the faculty council.

- 4B) Excused absences may be permitted by the adviser. Examples include, but are not limited to, school activity, college visit, illness, death in the family or prior commitment. Written evidence of the reason for absence must be provided to the adviser.
- More than two (2) excused absences will result in review by the adviser and the executive committee for possible consequences, such as additional community service hours or referral to the faculty council.
 - If possible, the request for an excused absence should be made prior to the meeting or activity that will be missed.
- 4C) Two (2) tardies are considered the equivalent of one (1) unexcused absence

Article XII

Participation of Members

- Section 1. Members are required to be active participants in Chapter projects related to the four ideals of the National Honor Society: scholarship, character, leadership and service.
- Section 2. Service projects shall constitute the primary focus of this Chapter. The executive committee shall be responsible for selecting and planning major service projects for each academic year. Any member may suggest service projects which will then be researched and evaluated by the executive committee.
- Section 3. Service projects must meet the following characteristics: fulfill a need within the community, have the support of the administration and faculty, be appropriate and educationally feasible, and be well planned and organized.
- Section 4. Members are required to complete a minimum of 25 hours of community service each semester, beyond those performed as part of a Chapter-sponsored service project. These hours must be in addition to any hours *required* by the high



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school or school district. A student with fewer than 25 community service hours in a semester shall be placed on probation for the following semester or until all 50 hours have been completed. Failure to complete required community service hours is grounds for dismissal.

- 4A) Seniors must have all community service hours completed by a date set by the Chapter adviser, usually in April, or they will not be allowed to wear the NHS stole at graduation.
- 5A) Community service must meet the following criteria: must be helping the elderly, poor, disabled, environment, or the humane society (cannot be a relative or profitable business/organization or have received any monetary compensation)

Section 5. Dues will be required of each member in order to remain in good standing in the National Honor Society. The dues will be set by the executive committee and must be approved by the general membership. The dues may not exceed the maximum set by the National constitution. The current dues for the La Feria Chapter of NHS are \$10.00. Funds will be used toward the annual membership fee for the national organization, or as needed for regular expenses.

Article XIII

Official Insignia

- Section 1. This Chapter shall use the official emblem of the National Council or the National Honor Society.
- Section 2. Each active, graduate, or honorary member shall be entitled to wear the emblem.
- Section 3. Any member who resigns or is dismissed shall no longer wear the emblem.
- Section 4. The motto of the National Honor Society shall be “Noblesse Oblige”, the French phrase meaning “Nobility Obligates”.
- Section 5. The official colors of the National Honor Society shall be blue and gold.



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Article XIV

By-Laws and Amendments

- Section 1. The By-laws are intended to clarify operating procedures for the Chapter and to amplify sections of the National Constitution. By-laws do not need the approval of the National Council, but must be consistent with the National constitution.
- Section 2. The Chapter By-laws may be amended by a two-thirds vote of the Chapter membership. The executive committee is responsible for recommending amendments to the By-laws. All such amendments must be addressed in an executive committee meeting before being put to a vote of approval by the general membership. Potential amendments may be suggested to an executive committee member by a general member. Amendments must pass with two-thirds vote of the Chapter membership. The quorum rule applies, as well.