

Last Approved by Chapter 3/1/2006  
Slight Clarification on NHS Sponsored hours by Steering Committee 10/18/2006  
Due date of Senior money points by Faculty Council 2/27/07  
Provisional Status change for National Constitution 1/12/09  
Officer eligibility & meeting tardiness clarified by Faculty Council 2/2/11

## **NATIONAL HONOR SOCIETY CONSTITUTION**

**duPont Manual High School**  
**Louisville, Kentucky**

### **ARTICLE I:**

#### *Name and Purpose*

**Section 1.** The name of this chapter shall be the duPont Manual Chapter of the National Honor Society of Secondary Schools (NHS), which appears on the charter granted by the National Council of the Honor Society, duly signed by the national secretary.

**Section 2.** The purpose of this chapter shall be to reach out through service to others in the community, to act as role models, to promote worthy leadership, to create enthusiasm for high scholastic achievement, and to encourage the development of character in all students attending duPont Manual High School.

**Section 3.** The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

**Section 4.** The duPont Manual Chapter of the National Honor Society entirely accepts the constitution of the National Honor Society.

### **ARTICLE II:**

#### *Requirements of Membership*

**Section 1.** Membership in this chapter is an honor bestowed upon a student. Selection for membership is by vote of the faculty council and is based on outstanding scholarship, service, leadership, and character. Once selected members have the responsibility to continue to demonstrate these qualities.

**Section 2.** Members of this chapter shall be known as active and graduate. Members become active members once their applications have been accepted, cumulative GPA validated, summer project is completed and turned in with appropriate documentation the first week of school in the fall, & member goes through induction ceremony. Active members become graduate members at graduation.

**Section 3.** To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one academic year at duPont Manual High School.

**Section 4.** An NHS member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor will automatically be accepted as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

**Section 5.** Candidates eligible for selection to this chapter must be members of the current year's sophomore or junior class and must also display **all** of the following qualities:

**Scholarship:**

The requirement of this quality is based upon a student's cumulative grade point average, which must be at least 3.50000 on a 4.00 scale. This scholastic level of achievement shall remain fixed. The candidate's eligibility then shall be considered on service, leadership, and character.

**Service:**

Service is generally considered to be those 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. (For NHS purposes the organization must be registered as a non-profit organization.)

*The student who serves:*

- I. Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- II. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- III. Cheerfully and enthusiastically renders any requested service to the school.
- IV. Is willing to represent the class or school in interclass and interscholastic competition.
- V. Does committee and staff work without complaining.
- VI. Participates in some volunteer activity outside of school (i.e. Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, etc.)
- VII. Mentors persons in the community or students at other schools.
- VIII. Shows courtesy by assisting visitors, teachers, and students.

**Leadership:**

The criterion for this quality is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified. *The student who exercises leadership:*

- I. Is resourceful in proposing new problems, applying principles, and making suggestions.
- II. Demonstrates initiative in promoting school activities.
- III. Exercises positive influence on peers in upholding school ideals.
- IV. Contributes ideas that improve the civic life of the school.
- V. Is able to delegate responsibilities.
- VI. Exemplifies positive attitudes.
- VII. Inspires positive behavior in others.
- VIII. Demonstrates academic initiative.
- IX. Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- X. Is a leader in the classroom, at work, and in other school or community activities.
- XI. Is thoroughly dependable in any responsibility accepted.
- XII. Is willing to uphold scholarship and maintain a loyal school attitude.

**Character:**

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the *student of character:*

- XIII. Take criticism willingly and accepts recommendations graciously.

- XIV. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability.)
- XV. Upholds principles of morality and ethics.
- XVI. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- XVII. Demonstrates the highest standards of honesty and reliability.
- XVIII. Regularly shows courtesy, concern, and respect for others.
- XIX. Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- XX. Have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- XXI. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- XXII. Actively helps rid the school of bad influences or poor environment.

**Section 6.** The description of the selection procedure shall be available in a timely fashion to all students and parents of the school. The selection process shall be consistent with the rules and regulations of National Honor Society.

**Section 7.** Members who resign or are dismissed are never again eligible for membership or its benefits.

**Section 8.** The faculty council shall reserve the right to award honorary membership in recognition of exchange students with outstanding NHS qualities, a student who has a handicap, which prevents the student from fully meeting the requirements for membership, or other special situations.

### **ARTICLE III:**

#### *Officers*

**Section 1.** The officers of this chapter, their duties, and the method of their election shall be posted 2 weeks prior to elections. Nominations for the succeeding school years officers shall be held at the December chapter meeting with elections occurring during the January meeting.

**Section 2.** Generally, the officers of the National Honor Society are as follows: President, 2 Vice Presidents (Scholarship & Service), Treasurer, 2 Secretaries, and Communications Officer. Additional positions may be added as determined by chapter needs (e.g. Web Master, Sergeant at Arms, etc.). In addition to the specific duties listed below, the officers shall assume other duties and responsibilities as required of their respective offices.

**Section 3.** It shall be the duty of the officers to attend all steering committee, officer, and chapter meetings.

**Section 4.** It shall be the duty of the President to preside at all meetings of this chapter, organize and oversee all activities of the chapter and chapter meetings, appoint necessary committees, serve as ex-officio member on all committees, delegate responsibilities to members, and remain in constant communication with the sponsor(s).

**Section 5.** It shall be the duty of the Vice President of Service to coordinate all activities of the club pertaining to service. It is also the VP of Service's responsibility to head all committees pertaining to service, and communicate with the President and sponsor(s). It shall be the duty of the Vice President of Scholarship to run the tutoring program and to promote scholarship within

the organization and the school. It is also the VP of Scholarship's responsibility to head all committees pertaining to scholarship, and communicate with the President and sponsor(s).

**Section 6.** It shall be the duty of the Treasurer to record all money points earned by members, organize fundraising activities, keep a monthly ledger of charter debits and credits, and communicate with the President and sponsor(s).

**Section 7.** It shall be the duty of the Secretaries to keep accurate minutes of each meeting, keep track of all service hours earned by members, record attendance, maintain an up-to-date database of member information, and conduct any necessary correspondence.

**Section 8.** It shall be the duty of the Communications Officer to make sure photographs are taken of chapter activities, write a newsletter at least once per month, oversee the development of a club scrapbook, maintain the NHS bulletin boards, and to work with the other officers to publicize events.

**Section 9.** It shall be the duty of the Web Master to work with work with all the officers and maintain the NHS website.

**Section 10.** To run for office & maintain officer status, candidates must be active members of the NHS Steering Committee and be members in good standing. Furthermore, so as not to cause the chapter distress with other time commitments, no major NHS officer (President, Vice President, Secretary or Treasure) can also hold a major office in any other major organization (Class officer, KEY club, Executive Council, Beta club, etc) or their regional/state affiliates.

**Section 11.** The majority of votes cast shall be necessary to elect any officer of this chapter. Individuals may run for a secondary office if there are NOT already 2 nominees running for the second office. Any office not filled during the chapter election (e.g. no one ran for the office) will be filled from the pool of steering committee members via election within the Steering Committee or via appointment by the Chapter Advisor from the Steering Committee members.

**Section 12.** Officers will be installed at the annual induction ceremony held in the spring. Incoming officers will work with the present officers during the spring semester to ensure a smooth transition for the following year.

**Section 13.** To help assure that the chapter run smoothly and that officer obligations are fulfilled in a timely manor, it is required that any officer who aides during their senior year, do so for the NHS faculty sponsor(s). If an officer does not aide during their senior year, they must make other arrangements to assure their duties are fulfilled in a timely manner. Non aiding officers are required to attend to NHS duties at school for a minimum of one hour per week. Steering and/or Executive Council meeting attendance do not fulfill this obligation. Failure to fulfill this obligation is grounds for removal from office.

**Section 14.** All officers are required to attend the NHS National Convention or the NHS LEAD Conference and pay approximately ½ of their own cost (either by earned money points or out of pocket).

**Section 15.** All officers are required to attend the NHS officers retreat typically held over a weekend in late July or early August before school starts.

**Section 16.** Officers will be removed if they fail to fulfill their responsibilities. In addition, any violations of established school regulations and/or not upholding the standards of the National Honor Society would result in removal. The faculty council decides upon removal of officers and appointment of a vacant office is determined by the steering committee and approved by the faculty council.

**ARTICLE IV:**  
*Faculty Council*

**Section 1.** The faculty council shall consist of five faculty members (other than the sponsor) who are to be approved by the principal. No administrator may be included in the faculty council.

**Section 2.** When necessary, the faculty council shall meet to select members and to consider dismissal, non-selection, and warning cases.

**Section 3.** The faculty council shall be an advisory board to the membership.

**ARTICLE V:**  
*Steering Committee*

**Section 1.** The steering committee consists of members who desire to influence the direction of the honor society by being part of long-standing committees.

**Section 2.** The steering committee shall have general supervision of all of the meetings, affairs, and business of the chapter, make recommendations to the chapter, and determine and perform other duties as specified in the national bylaws.

**Section 3.** The steering committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

**Section 4.** In order to run for a NHS office and maintain officer status, Steering Committee members may have no more than 4 total steering committee meeting absences each semester, of which only 2 can be unexcused (this includes chapter and steering committee meetings). In the event of an excused absence, members shall have one week after the absence to provide documentation justifying the missed meeting. All excuses must be made in writing and delivered to the sponsor. Special allowances may be made for students who are enrolled in a co-op program (or other school related programs) and cannot attend the meetings because they are working or required to be involved in said program. This is NOT an automatic excused absence and is the obligation of the student to petition the Steering Committee and/or Faculty Council in writing to rule on this possible accommodation.

**ARTICLE VI:**  
*Activities*

**Section 1.** The chapter shall plan one or more long-term service projects for each year.

**Section 2.** The activities and projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

**Section 3.** Each member shall have the responsibility for participating in chapter activities and projects in addition to their individual projects.

**ARTICLE VII:**  
*Meetings*

**Section 1.** The chapter shall have meetings at least once per month during the school year on days designated by the steering committee. (The chapter reserves the right to cancel meetings that are not necessary.)

**Section 2.** The president may call special meetings as approved by the steering committee.

**Section 3.** All meetings shall be open meetings and shall be held under the sponsorship of a faculty member (The sponsor or a faculty council member).

**ARTICLE VIII:**  
*Attendance*

**Section 1.** All active members shall be required to attend one chapter meeting per month (Unless the meeting is cancelled).

**Section 2.** Members may only miss 1 monthly meeting per semester without an excused absence. However, special allowances may be made for students who are enrolled in the co-op program (or other school related programs) and cannot attend the meetings because they are working or required to be involved in said program. This is NOT an automatic excused absence and is the obligation of the student to petition the Steering Committee and/or Faculty Council in writing to rule on this possible accommodation.

**Section 3.** Failure to attend the minimum meetings required warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.

**Section 4.** Unless the members name appears on the schools official attendance record as an excused absence the day a chapter function is missed, it is the responsibility of the member to provide appropriate documentation for an excused absence within one week of the function. Failure to provide documentation will result in an unexcused absence.

**Section 5.** Following the duPont Manual Red Book, any member that is 10 minutes or more late to any NHS meeting or function will be considered as missing the meeting/session/event and will be subject to any consequences related to missing said meeting/session/event. Habitual tardiness can add up to an unexcused absence for the meeting/session/event (e.g. three tardies just under 10 minutes to an Executive/Steering Committee meeting would equal an unexcused absence. Since the typical Executive/Steering Committee meeting last 30 minutes, the three 10 minute tardies equals an entire typical meeting).

**ARTICLE IX:**  
*Dismissal*

**Section 1.** Any member who falls below the standards, which were the basis of election (scholarship, leadership, service, and character) will be placed on probation and given a warning with a date specifying how long the member has to correct the deficiency. In the case of a flagrant violation of school rules (cheating, lying, skipping classes, insubordination, conduct unbecoming a NHS member, etc). or conviction of any state or federal crime, the faculty council will determine if the violation warrants a warning or is grounds to initiate immediate dismissal procedures based on the circumstances and evidence of the incident. A member will be allowed a

total of one warning (one probation), during their term in NHS. Any multiple actions requiring warnings (concurrent or successive) warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.

**Section 2.** In all cases regarding possible dismissal, a member will receive a written notice of the nature of the violation and be given an opportunity to respond either in writing or orally to the faculty council and explain his or her view of the circumstances. If the member chooses to not respond in writing or orally to the faculty council and explain his or her view of the circumstances, the faculty council will rule given the information provided by the officers and/or sponsor(s).

**Section 3.** With respect to the February 15<sup>th</sup> deadline for seniors, there will be NO probationary period. The Councilors office needs a final list of seniors that will graduate with NHS affiliation by March 1st. Any senior member with any deficiencies or discrepancies after the February 15<sup>th</sup> deadline & not resolved with the officers and/or faculty council by March 1<sup>st</sup>, will NOT graduate with NHS affiliation.

## **ARTICLE X:**

### *Revisions*

**Section 1.** This constitution and its bylaws may be amended by a two-thirds vote of the chapter. The steering committee must give notice in writing at least one month prior to the meeting at which it is to be voted upon.

**Section 2.** Bylaws may be updated with a majority vote by the steering committee to address clerical items or to clarify operating procedures of the chapter. Bylaws will contain information concerning the election and duties of officers, meeting schedule, member obligations, and other relevant chapter information.

## **BYLAWS**

### **ARTICLE I:**

#### *Requirements of Membership*

**Section 1.** Eligible candidates must complete the application in full, obtain parent/guardian signature and return it by the indicated deadline to the sponsor. A check for induction expenses must also be attached.

**Section 2.** Once inducted, to remain a member of the duPont Manual chapter of the NHS, each member must:

- I. Perform 26 hours of service during each school year of membership. At least 13 hours (5 of which must be NHS sponsored) must be completed by December 1. For seniors, all 26 hours and any extra service hour obligations by a member must be completed and turned in with the appropriate documentation by February 15. There is no grace or probation time allowed for seniors regarding the February 15<sup>th</sup> deadline. If a senior is not in good standing on February 16<sup>th</sup>, they will not graduate as an NHS member. For juniors, all 26 hours and any extra service hour obligations by a member must be completed and turned in with the appropriate documentation by April 1<sup>st</sup>

- II. All deadlines unless otherwise stated are by 2:30pm local time on the date indicated. If school is not in session on a posted deadline, the deadline will become the last day school is in session before the deadline. For example, if February 15<sup>th</sup> falls on a Saturday, then the new deadline would become the Friday the 14<sup>th</sup>.
- III. Pay all money points by December 1<sup>st</sup> (seniors) and April 1<sup>st</sup> (juniors). If a senior has been actively involved in a money point fundraiser during the fall semester (e.g. Kroger card), they may choose to continue with that specific fundraising opportunity past the December 1<sup>st</sup> deadline. However, ALL money points will be due by February 15<sup>th</sup> for seniors that fall into this category.
- IV. Turn in all service hours' documentation within one month of completing the service and before any relevant deadline.
- V. All service hours (other than NHS sponsored service hours) must be submitted on organization letterhead and include student name, date(s) worked, number of hours worked, what the student did, signature of person in charge of activity (cannot be related to the member and must be an adult), organization name, phone number, and date signed.
- VI. Service hours can only be performed for nonprofit organizations unless the Faculty Council makes an exception prior to service.
- VII. In addition to the 26 service hours to be completed during the academic school year, members must also complete a 15-hour project **each** summer. The project must fulfill a need in the community. The second summer project can be a continuation of the first summer project (see summer hours section).
- VIII. A maximum of 10 hours are allowed for the same organization to count when working towards the 26 hours of service for each school year.
- IX. All members are required to participate in a minimum of 10 hours (5 hours due by December 1st) of NHS-sponsored service activities each year. Except as outlined below for ECE tutoring, the 10 hour maximum indicated above DOES NOT apply with regards to NHS sponsored service hours.
- X. All disputes regarding possible mistakes in NHS sponsored service hour credit MUST be filed with the Chapter Officers within 30 days of the date the master list is posted that first contains said event. For disputes regarding possible mistakes in individual service credit, the dispute MUST be filed during the semester that the service actually occurred, or within 30 days of the following semester if the disputed individual hours were turned in during the last calendar month of the previous semester.
- XI. If a member signs up for a particular service project and then fails to show up without notifying the officer in charge of the activity or the NHS sponsor at least 24 hours in advance, they will be docked the same number of hours that they would have performed (negative time).
- XII. In general, if a member is missing service time by a posted deadline (e.g. December 1<sup>st</sup>, February 15<sup>th</sup>, April 1<sup>st</sup>), the members will be placed on probation & given an additional 1.5 service hours for any outstanding service time to be completed by a specific date as long as it does not violate any other section of this Constitution and By-laws. (e.g. XXV below, etc.).
- XIII. Maintain a 3.5000 cumulative GPA. If the GPA falls below this level at the end of the semester, the members will be placed on academic probation for one semester. If his/her GPA returns to a 3.5000 or above, the probation will be lifted. If not, this

offense warrants possible Faculty Council hearing regarding continued NHS membership without further warnings. If a senior members cumulative GPA is not at 3.5000 on February 15<sup>th</sup>, regardless of the circumstances that put them in that situation, they will not graduate with NHS affiliation.

- XIV. Fundraise (or pay for) 25 money points per year. One dollar equals one money point. If a member raises more than 25 money points, the extra money can go towards his/her cost of going to the State or National NHS Convention if he/she elects to go. If there are extra money points, but the member chooses not to go to the NHS Convention, then the money points will go into the chapter's general NHS account. Members can not give or transfer their money points to other members.
- XV. Participate in the tutoring program by signing up to be a tutor for at least 1 session every 2 weeks (actual number of sessions may be altered to fit chapter needs). Seniors must complete their tutoring sessions by February 15<sup>th</sup>; juniors have until the end of the academic year.
- XVI. Demonstrate leadership by being involved in at least **two** extracurricular activities, one of which being a duPont Manual sponsored activity.
- XVII. Demonstrate good character, defined as a person who upholds principles of morality and ethics, is cooperative, demonstrates high standards of honest and reliability, shows courtesy, concern, and respect for others, and takes responsibility for his/her own action.
- XVIII. If a member is tardy to school so many times as to receive ISAP, that member will be placed on probation. Obtaining a third tardy beyond ISAP warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XIX. Three unexcused absences from school will result in probation and one additional unexcused absence warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XX. If a member receives 2 referrals they will be placed on probation, a third referral warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXI. If a member is ever caught cutting school or even a single class, he/she will be placed on probation. An additional cut warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXII. If a member is caught cheating in school (on a test, homework, sport, etc.), that member is placed on probation. Any additional offence warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXIII. If a member is caught falsifying or lying about service hours or aiding another member to falsify service hours warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXIV. **ZERO TOLERANCE TOWARDS BEHAVIOR UNBECOMING TO NHS**, this warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXV. There will be **ZERO TOLERANCE OF DRUGS, ALCOHOL, TOBACCO, WEAPONS, AND FIGHTING**. If a member is found with alcohol, drugs, tobacco, or weapons, or is found to have been fighting, then this is cause for possible Faculty Council hearing regarding continued NHS membership without further warnings. This offense is not limited to school related functions.

- XXVI. Members may only be placed on probation once. After or during the first probation, any subsequent violations warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXVII. If a member receives an ISAP or is suspended from school for any reason, this is cause for possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXVIII. If a member is convicted of any county/state/federal/international laws, this is cause for possible Faculty Council hearing regarding continued NHS membership without further warnings.
- XXIX. Unless otherwise stated in these by-laws, members cannot obtain service hour credit on school time. One exception to this rule is for ECE tutoring. Whereas the NHS Faculty Council & NHS Steering Committee understand that a number of the ECE students require special transportation or may have other special situations that prohibit them from being able to attend pre/post school NHS tutoring, tutoring for ECE students will be allowed during school hours in a limited, controlled manner. NHS members can only obtain service hour credit for tutoring ECE students if the Faculty Sponsor, or NHS VP of Scholarship places the member with a specific ECE student. Members can only obtain up to 5 hours per semester for ECE tutoring since only 5 hours per semester can count towards the required NHS hours for Administration/Faculty/Staff service. If a member goes beyond 5 hours per semester, the member may elect to trade out before/after school tutoring sessions. Beyond that, all service hours obtained for ECE tutoring would go towards “other” service hours.

**Section 3.** All NHS members must complete a summer project **each** summer.

- I. The projects must have a minimum of 15 hours documented and are in addition to the 26-hour per school year service requirement. No summer projects may be completed as a group. Each student must individually complete his or her own project.
- II. The first summer project (usually between the sophomore and junior years) must show leadership and fulfill a community need (it must go beyond just volunteering and must show initiative).
- III. The second summer project (usually between the junior and senior years) can be simply volunteering but, if so, the hours all must be for the same cause or organization.
- IV. Summer service hours follow all the same requirements for other NHS service (e.g. must be a non-profit organization, specifics on official organization letter head verifying service hours or project involvement, etc.).
- V. All summer hours must be turned in to the NHS sponsor by 2:30 p.m. on the first Friday of school for the fall semester. If summer service projects or summer service hours are not turned in by this deadline, the member is placed on probation and an additional 50% service hour obligation is given in addition to the original obligation. Any late summer service projects or late summer service hours with the additional hours included are due by 2:30 pm on the last day in September that school is in session for that fall term. Failure to meet this deadline warrants possible Faculty Council hearing regarding continued NHS membership without further warnings.