

# Bylaws for The Terry Whalen Chapter of the National Honor Society at W.C. East High School

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## ARTICLE I: NAME AND PURPOSE

Section 1--The name of this chapter shall be the Terry Whalen Chapter of the National Honor Society of West Chester East High School.

Section 2--The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of West Chester East High School.

## ARTICLE II: MEMBERSHIP

Section 1--Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members upon graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2--Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character.

### Section 3—Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection, the candidate must have been in attendance for a period of one semester at West Chester East High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA as established by the Faculty Council. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission. All students who rise in scholarship to or above such standard by the end of their junior year shall be considered for selection to membership.
- d. Upon meeting the grade level and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

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- e. Eligible candidates are required to:
- ✓ Verify active membership and participation in at least one high school related extra-curricular activity for a minimum of one full semester or sports season.
  - ✓ Verify active participation in at least one community service activity for a minimum of 20 hours total within the last two years, at least 3 hours of which must be in service to the Fugett MS After School Tutoring Program. Community Service is defined volunteer time in service with a community based organization which does not directly benefit a member's family. Community Service hours may not include time spent in service as a member of an organization, but must benefit the broader community. For example, membership in a Scout Troop would not count, but time spent as a Scout in service to another community group would count.

## ARTICLE III: SELECTION OF MEMBERS

Section 1--The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five EHS faculty members appointed by the principal. The chapter adviser shall be a sixth, nonvoting, ex officio member of the Faculty Council.

Section 2--Prior to the invitation of candidates, the following shall occur:

- a. Students' academic records shall be reviewed to determine Scholastic eligibility. Students who have achieved a cumulative GPA of 3.5000 or higher will be considered for selection. Beginning with the class of 2015, the cumulative GPA standard will increase to 4.0000.
- b. Students with a Saturday School and/or Level II or III offense as a junior or senior will be ineligible for selection.
- c. Candidates with a Saturday School and/or a Level II or III offense prior to their junior year will be reviewed by the Faculty Council, who will determine their eligibility for selection.

Section 3—Upon development of a list of potential candidates, the following shall occur:

- a. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the NHS Student

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- Information Packet by the designated due date for further consideration by the Faculty Council.
- b. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the evaluation form provided by the chapter adviser.
  - c. The Faculty Council shall review the completed Student Information Packet and faculty evaluations to determine candidates to be selected for induction and NHS membership.

Section 4--The selection of new active members shall be held during the second semester of the school year. If a student is invited to be screened during their junior year and declines membership, he/she will not be eligible for screening during their senior year. Seniors will only be eligible during the beginning of the school year, based on their cumulative GPA through the end of their junior year.

Section 5--Candidates become members when inducted at a special ceremony, to be announced by the Chapter Adviser.

Section 6--Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership. (See Article IV)

Section 7--An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership, signed by the principal and/or chapter adviser.

Section 8--An active member of the National Honor Society who transfers to this school will be accepted for membership in this chapter upon demonstrating proof of membership from the transferring school. The Faculty Council shall grant to the transferring member one semester to attain any membership requirements not previously demonstrated.

## ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1--Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Terry Whalen Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing, conduct themselves with a high degree of ethics and respect, and take an active role in service to his or her school and community.

Section 2--If a member's cumulative GPA falls below the standard in effect

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when they were selected, they will be given a written warning of probation. During the probation period the student's membership will be considered as inactive. If the cumulative GPA remains below standard at the end of the probation period, the student will receive written notification of his/her dismissal from NHS and the student will not be honored as a society member at graduation. A member who falls below the minimum GPA during the 4<sup>th</sup> marking period of their senior year will not be honored as a society member at graduation.

Section 3--Members are expected to adhere to all school rules. To enforce this expectation, a point system is hereby established for determining when a member's actions will warrant dismissal. Any member who accumulates three (3) points or more under the schedule established below will be considered for immediate dismissal from the chapter.

Section 4— The following schedule of points is hereby established:

- a) Failure to adhere to the WCASD attendance policy resulting in a detention or Saturday School obligation or any other Level 1 offense: 1 point
- b) Failure to perform any of the obligations of membership including, attending scheduled meetings and conducting assigned tutoring responsibilities: first offense 1 point, second offense 2 points.
- c) Violation of school regulations equivalent to a Level II or Level III offense: 3 points
- d) Violation of any civil laws resulting in conviction on a misdemeanor or felony charges: 3 points
- e) Academic misbehavior including, cheating and or plagiarism: 3 points
- f) Conduct unbecoming of an NHS member: first offense 1 point, second offense: 2 points

Section 5 — A member who's actions result in 1 or more points being assigned to their record will be informed in writing by the Chapter Adviser. Accumulation of 3 points or more will result in a hearing before the faculty council, as outlined below, to determine if the charges against the member are valid. If the charges are found to be valid by a majority vote of the Faculty Council, the member will be dismissed from the chapter.

Section 6 --In all cases of pending dismissal involving student character:

- a. The member will receive written notification summarizing the violations and points accumulated. The Chapter Adviser will

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- explain the letter to the member and inform the member of his/her right to appear before the Faculty Council.
- b. The member will be given the opportunity to respond to the charge(s) against them either in writing or at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on the validity of the charges and subsequent dismissal of the member. A majority vote of the Faculty Council is needed to dismiss any member.
  - c. The results of the Faculty Council vote will be reviewed by the Principal and then, if confirmed, expressed in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
  - d. The Faculty Council's decision may be appealed to the building Principal in accordance with the school district discipline policy.
  - e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

## ARTICLE V: OFFICERS

Section 1--The officers of the chapter shall be president, two vice presidents, secretary, and treasurer.

Section 2--Student officers shall be elected prior to Induction. All inductees are eligible to run for a position as an officer, except as noted in Section 10 of this Article. All inductees of the chapter are eligible to vote.

Section 3--A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. In the case of an election involving 3 or more candidates, a majority shall be considered to be 45% of the votes cast.

Section 4--It shall be the duty of the president to preside at the meetings for this chapter.

Section 5--The vice presidents shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service and administer the Chapter Tutoring program.

Section 6--The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence and assist in the administration of the Chapter Tutoring program.

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Section 7--The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter and assist in the administration of the Chapter Tutoring program.

Section 8--If an officer fails to perform any of their obligations of office they will be given a written warning of probation and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will receive written notification of his or her dismissal as an officer in the NHS and the student's transcript will be amended to reflect this change in status.

Section 9--If the office of president becomes vacant as a result of the student's relocation, resignation or dismissal, the Faculty Council will appoint one of the two Vice-Presidents to fulfill the responsibilities of the president.

Section 10— An officer in NHS may not hold another major office during their senior year, including any Senior Class office or Student Council President.

## ARTICLE VI: EXECUTIVE COMMITTEE

Section 1--The executive committee shall consist of the faculty adviser and the chapter officers.

Section 2--The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## ARTICLE VII: MEETINGS

Section 1--Meetings of this chapter shall be monthly or as deemed necessary by the Executive Committee

## ARTICLE VIII: ACTIVITIES

Section 1--The chapter shall provide a free of charge tutoring program for East High School students.

Section 2--All members shall regularly participate in the tutoring program as well as other community service projects sponsored by the Terry Whalen National Honor Society. If a member fails to perform their assigned tutoring

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responsibilities, they will be penalized in accordance with Article 4, Section 5b and will be subject to dismissal from the NHS.

Section 3-- The primary purpose of East's Honor Society is to serve the school community and to instill the belief of social responsibility in its members through the National Honor Society's Tutoring Program.

## Section 4 – The National Honor Society Tutoring Program

- a. A student secures a tutoring request form from the Guidance Department's Student Center or from their subject teacher.
- b. A student completes the form, secures the signature of their Guidance Counselor and subject teacher and submits the completed form to the NHS Adviser or one of the Officers.
- c. An NHS officer will assign a tutor to the requesting student.
- d. The tutor will be contacted by the officer, review the mutual times available and decide on the first meeting date and time.
- e. The tutor will go to the student's homeroom to:
  - ✓ Introduce him/herself to the student
  - ✓ Inform the student of the date, time, and location for the first tutoring session.
  - ✓ Make changes if needed with regard to the date, time, and location for the first tutoring session.
  - ✓ Give the NHS pass to the student for use in attending the first tutoring session.
- f. During the first meeting, the tutor and the student will discuss the student's academic needs and setup a schedule of sessions for the next two weeks.
- g. The tutor will record the session in the NHS Tutoring Log. The tutor will also notify an NHS officer or the Adviser, via email, after this initial session, noting how the session ended.
- h. Tutor and student will follow the arranged schedule over the next two weeks to remediate the student's scholastic issues; the tutoring log should be filled out to document every session. The tutor will also provide updates on the tutoring sessions every two weeks to the NHS Adviser via email.
- i. If the student does not keep the first scheduled appointment, the tutor should note the date and time in the NHS tutoring log indicating that the student did not keep the appointment in the comments section. The tutor **MUST** make a second attempt to contact the student to reschedule the next appointment.

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- j. After the tutor makes a second attempt, if the student fails to arrive for the tutoring appointment, the student will forfeit his/her tutoring privilege. The tutor should note the date and time in the NHS tutoring log and inform one of the NHS officers.
- k. Upon completion of the planned tutoring sessions, the tutor will inform an NHS officer that the sessions are completed.
- l. If the tutor fails to complete any part of this tutoring process, he or she will not receive recognition for the tutoring and will be subject to discipline as prescribed in Article 4 Section 5b.

Section 5-- The chapter shall publicize its projects in a positive manner.

## ARTICLE IX: EMBLEM

Section 1--Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

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

Section 3--Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

## ARTICLE X: DUES

Section 1--Annual dues for this chapter shall be \$40.00.

Section 2— Inductees will pay dues to the Terry Whalen National Honor Society of East High School prior to their induction as a member. Once a student has been inducted, dues shall not be refundable.

## ARTICLE XI: POWERS

Section 1--The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2--The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3--These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is



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obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## ARTICLE XII: AMENDMENTS

Section 1--These bylaws may be amended by a two-thirds vote of the active chapter members, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2--Bylaws and amendments must be consistent with the constitution of the National Honor Society. Additional articles can be added as needed.

Revised: September, 2013

Signatures:

Faculty Council:

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NHS Officers:

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Adviser:

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Principal:

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