

**BY-LAWS OF THE
CORNWALL CENTRAL HIGH SCHOOL CHAPTER
OF THE
NATIONAL HONOR SOCIETY**

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Faculty Council Approved

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Section I

Selection of New Members and Guidelines for Members' Selection

- A. **Membership** will be considered each fall from the junior and senior class.
- B. **Qualifications Criteria**
In addition to the requirements described in the Constitution by the National Association of Secondary School Principals, the following qualifications will be required by the Cornwall Central High School Chapter.
1. **Academic Requirement:**
Current Seniors: A cumulative unweighted average of 92% weighted average of 95%.
For the fall induction invitation - students will be considered based on the GPA of all high school eligible credits through end of sophomore year. Induction eligibility is pending completion of the first marking period of junior year.
 2. **Service Requirement:**
All members must be able to document involvement in service activities which are beneficial to the school or our local community. *signatures from family members for service will not be accepted. (Each year hereafter, documented involvement must be annual and ongoing throughout high school.)
 3. **Leadership Requirement:**
During high school each student must have held at least one elected office or have demonstrated ongoing leadership ability in an activity or activities as documented by an adult supervisor.
 4. **Character Requirement:**
All candidates will demonstrate the following dimensions of character: honesty, respect for others, a sense of responsibility and adherence to school and community rules.
- C. **Selection:** ***No one may apply for membership. It is by invitation only.***
1. The advisor will meet with those students satisfying the academic requirements. At this meeting, a packet will be given to each student for completion. The packet will consist of the following:
 - three recommendations from past or present high school classroom teachers,
 - two service/leadership recommendations, and
 - an activity sheet.***Recommendations from members of the applicant's family will not be accepted. A letter from the advisor will explain in detail the process.*

2. To meet the character standard, a list of potential members will be submitted to all the staff. Comments concerning the candidates will be brought before the Faculty Council.
3. The election of members to this chapter shall be the duty of the principal, faculty council and the advisor of this chapter. The council will be provided with the names of the academically qualified, information regarding service activities, leadership roles, character recommendations, and a report on school attendance and discipline records. A majority vote of the Faculty Council will be required for acceptance of a candidate.
4. When a candidate is approved, a letter of invitation will be sent to the candidate.
5. Upon acceptance as a member of the CCHS National Honor Society, a signed pledge form will be required from each new member.

D. **Non-selection:**

Not all academically eligible students will be invited into the CCHS chapter of the National Honor Society.

- a. A student who does not return all application forms by the specified deadlines will be automatically rejected. Such a student may, if they remain in good standing, again have their qualifications reviewed and considered during the next induction period.
- b. A student who does not achieve a minimum of 440 out of a possible 500 points during the application process may, if they remain in good academic standing, again have their qualifications reviewed and considered during the next induction period.
- c. Automatic rejection will occur for the following reasons: cheating, stealing, criminal offense, violation of a civil law, or out of school suspension. A student may, if they remain in good academic standing, have their qualifications reviewed and considered during the next induction period.

Section II

Responsibilities

- A. Members are expected to attend the monthly general meetings. Members who miss two unexcused meetings per marking period shall report to the Faculty Council for a due process hearing and if found to be negligent, shall lose their privileges for the following marking period or a number of days equal to a marking period. Four unexcused absences will result in dismissal, if after reporting to Faculty Council for a due process hearing, a member is found to be negligent.
- With prior notice to advisor, members may be excused if:**
1. they are scheduled to participate in an athletic or academic competition, and any school related rehearsal/event.
 2. they are scheduled to take an exam.
 3. they attend afternoon BOCES.
- B. Each member is expected to work on **two** service committees per school year.
- C. Each member is expected to maintain a **signed log** verifying a minimum of **four** hours of Community service hours per month during the school year.
- D. All NHS members will be required to function as **peer tutors** for a minimum of **1** hour a month after school in the high school Library.
- E. Members must adhere to a **code of conduct**, upholding the principles of good character and honor. That means:
1. Being present at any time where illegal or dangerous activity is taking place is not meeting the membership commitment to NHS and is not condoned. If ever in that situation, an active member is required to leave immediately.
 2. Members of NHS contribute to the reputation of the school. Therefore they are expected to conduct themselves properly, as well behaved citizens at all times. Treat people with respect. Hazing, harassment or any form of behavior which is intended to degrade, demean, humiliate, place at risk or cause physical or emotional harm will not be tolerated.

Violations to that code of conduct may result in suspension of privileges and or dismissal from NHS as per Faculty Council.

Section III

Privileges

- A. CCHS NHS recognizes that with each right given to its membership, there is a responsibility attached. NHS members have been extended courtesies in the form of privileges and special rights listed below, however, **an NHS membership card** must be carried by a student at all times and must be furnished to any staff member upon request.
1. **The following privileges will be permitted to members of the National Honor Society:**
 - a. Members must report to assigned study hall teachers. After reporting, NHS members have the right to leave the study hall at any time during the period provided they tell the teacher their destination in the school where they may be reached.
 2. **The following is a list of approved areas:**
 - a. guidance
 - b. library
 - c. locker
 - d. lavatory
 - e. any class with prior permission from that teacher
 - f. cafeteria or lobby
 - g. computer lab
 - h. tutoring center
- B. **Restrictions**
1. No member may wander the halls aimlessly, nor wait outside of a classroom or gymnasium.
 2. No member may leave school grounds.
 3. No member may use these privileges as an excuse for lateness to class.
 4. Library rules: NHS members are to present their NHS cards upon request at the desk. NHS members will observe the rules of the library, including signing in and out.
- C. **National Honor Society members will be identified by special cards.**
Responsible members shall observe the following amenities:
1. NHS members shall show ID at request of faculty and staff of CCHS.
 2. NHS members shall be excused from class at their teacher's discretion and may report to Cafeteria study hall.

3. NHS members shall report to the teacher in charge of the Cafeteria study hall before using the privileges of the room.

D. Responsibility of Member

1. Failure to observe the courtesies inherent in the listed privileges shall lead to suspension of these privileges, and may lead to dismissal.
2. If privileges are suspended, the members will be expected to carry out assigned services and to participate completely in the activities of the membership. This includes attendance at meetings.

Section IV

Review of Members' Standards

A. Suspension of privileges

1. Academic Standards

- a. Failure to maintain *Principal Commendation*** status for one marking period will result in an automatic suspension of privileges. This is compiled using the following criteria:

****At least 5 numeric grades, an overall unweighted average of 92% weighted average of 95%**

2. Non-academic Standards

- a. Violation of responsibilities as outlined in **section II** may lead to suspension of privileges.
- b. Violation of privileges as outlined in **Section III** may lead to suspension of privileges.
- c. Infractions of minor school rules and/or reported incidents of discourtesy may result in suspension of privileges.

3. Due Process Hearing

- a. All students who face suspension of privileges must appear before Faculty Council at an appointed time for a Due Process hearing.

4. Length of suspension

- a. Members' privileges may be suspended for a period ranging from a minimum of 30 days to a maximum of one calendar year.

5. Responsibilities during suspension

- a. It is expected that each member will carry out assigned duties during the time of suspension of privileges. This includes attending meetings.

Section V

Dismissal

- A. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.
 - B. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned.
 - C. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
 - D. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. (Ed. Note: This is considered "due process" for all members.)
 - E. For purposes of dismissal, a majority vote of the Faculty Council is required.
 - F. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.
 - G. The National Council and NASSP shall hear no appeals in dismissal cases.
- *This portion of the by-laws is quoted directly from the Bylaws of the National Honor Society of Secondary Schools. (Article X)

Section VI

Election of Officers

- A. The officers of this chapter shall consist of a President , a Secretary, a Vice-President, a Treasurer, and a Sergeant-at-Arms.
- B. Officers will be nominated for posts by any NHS member at the April membership meeting of the year that precedes the one in which they will serve. Persons nominated must be present at the nomination. Any member nominated for an Officer position must accept their nomination.
- C. Elections will take place at the May membership meeting. Any NHS Junior in good standing can vote in this election. Elections will be overseen by the existing Officers and votes will be cast by a secret ballot.

- D. A majority of votes cast shall be necessary to elect all officers of this chapter. In the event that no candidate receives a majority on the first ballot, a second ballot will be taken on the two candidates who received the highest number of votes in the first ballot.

Section VII

Duties of Officers

- A. **President:**
Preside at all meetings, both general and executive.
Preside at the annual ceremony for the induction of new members.
Represent this chapter at any function where its presence is requested.
Appoint permanent committee heads to serve for the year and supervise their activities.
- B. **Vice-President:**
Shall fill the chair of the president and assume all duties of the office in the event of the absence of the President. Additionally, the Vice-President shall chair the Education Committee and the induction ceremony.
- C. **Secretary:**
Handle the records and correspondence of this chapter.
Keep the minutes of all meetings and post them in the NHS Google classroom and on the tutoring room bulletin board
Post notices of meetings in our Google classroom and on the bulletin board in the tutoring room one week prior to any regular meeting.
* PR representative
- D. **Treasurer:**
Receive and disburse all funds of this chapter in a timely fashion.
Keep accurate financial records and report to the membership the society's financial status.
- E. **Sergeant-at-Arms:**
Maintain a roster of membership as to homeroom, lunch periods, study halls, phone numbers, and committee membership.
Assign members on a rotating basis to NHS activities and record members participation in such activities on the wall service log.
Reviews members' service log folders.

The Sergeant-at-Arms will be assisted by the Senior and Junior class representatives sitting on the Executive Council.

Review members' academic standards each marking period during the year, as soon as the honor roll list has been computed. The Sgt.-at-Arms will report any violations to the advisor.

An officer who fails to carry out their duties shall be notified of their failings and be given the opportunity to respond. Following their response, action may be taken and they may be removed from office by a unanimous vote of all the other officers and the advisor.

Section VIII

Protocol of Meetings

- A. The organizational calendar adopted will be announced at the first meeting of the year. Meetings will be held two times a month. One Officer meeting and one membership meeting will take place during the school year. The meeting may be of a business or service nature.
- B. The president or any officer may call a special meeting with approval of the advisor or administration. Notice of non scheduled meetings will be given to members at least 5 school days in advance of the special meeting.
- C. An executive committee will be called by the president as needed. The full executive committee will consist of elected officials and a representative appointed by the President from the Senior and Junior classes. Committee heads will call their own meetings and make reports to the executive committee which will meet regularly to discuss chapter business and plan general meetings.
- D. In serious matters such as policing of membership and suspension of privileges, only the elected officers will meet with the advisor.

