



Tulpehocken Chapter  
National Honor Society  
Member Handbook  
&  
Constitution  
2017-2018

Tulpehocken Area High School  
430 New Schaefferstown Road  
Bernville, PA 19506

**Adviser**

Mrs. Weidenheimer

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# NHS National Constitution

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## **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (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 secondary schools.

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 20191-1537.

## **ARTICLE II: THE NATIONAL COUNCIL**

Section 1. The control of this organization shall be vested in the National Council.

Section 2. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council and shall

serve as treasurer of NHS. The director of the NASSP Department of Student Activities shall be an ex-officio member and shall serve as secretary of the National Council.

Section 3. Members shall be appointed for a term of no more than three years.

Section 4. A simple majority of members shall constitute a quorum of the National Council.

[*Structure amended December 2001.*]

### **ARTICLE III: STATE/REGIONAL ORGANIZATIONS**

Section 1. Local chapters may choose to organize state associations. The state principals' associations may form regional associations as defined by NASSP.

Section 2. Any state or regional association of National Honor Society chapters shall conform to this Constitution and shall work with the NASSP Student Activities office in furthering the purpose of this organization.

Section 3. All state and/or regional associations shall be affiliated with the National Honor Society.

Section 4. The state and/or regional affiliate shall not serve as an appeal board for local chapter nonselection or dismissal cases.

Section 5. Bylaws of the state or regional associations must be approved by the secretary of the National Honor Society (the NASSP Director of Student Activities) and must be consistent with this Constitution.

## **ARTICLE IV: LOCAL CHAPTERS**

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and the one for the National Honor Society). *[See page 24 of the 1997 national handbook for clarification of this last provision of Section 1. Ed.]*

Section 2. Each chapter shall pay a chartering fee determined by the National Council.

Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed ten dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this

Constitution as set forth by the National Council. Failure to do so may result in the loss of the charter.

#### **ARTICLE V: 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 member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

#### **ARTICLE VI: THE CHAPTER ADVISOR**

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send the annual 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.

Section 5. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

## **ARTICLE VII: FACULTY COUNCIL**

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (*See commentary on pages 18 and 19 of the 1997 national handbook regarding the functions of the Faculty Council.*)

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when

necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

## **ARTICLE VIII: MEMBERSHIP**

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, 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 advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the

National Honor Society Scholarship Program.

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. 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.

## **ARTICLE IX: SELECTION OF MEMBERS**

Section 1. To be eligible for membership the candidate must be a member of those classes ( junior or senior) designated as eligible in the chapter bylaws. (Freshmen [*ninth graders*] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. (*Note: Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.*)

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent,

B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. *(Note: Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures. - Ed.)*

Section 3. The selection of each member to the chapter shall be by an anonymous majority vote of the Faculty Council.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Section 5. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

## **ARTICLE X: DISCIPLINE AND DISMISSAL**

Section 1. 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. *(Note: Faculty Councils can consider disciplinary actions that*

*are less severe than dismissal if circumstances warrant. -Ed.)*

Section 2. 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.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. *(Note: This hearing is required and is considered "due process" for all members –Ed.)*

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district. *(Amended May 2004)*

Section 7. The National Council and NASSP shall hear no appeals in dismissal cases.

*(Note: Please refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)*

## **ARTICLE XI: CHAPTER OFFICERS**

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Section 2. New officers shall be installed at a special ceremony.

## **ARTICLE XII: EXECUTIVE COMMITTEE**

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

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other 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. *(Note: This section is generally viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Council per the provisions of Article VII, Section 4. –Ed.)*

## **ARTICLE XIII: MEETINGS**

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e., weekly, monthly, bimonthly) shall be designated in the chapter bylaws.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

## **ARTICLE XIV: ACTIVITIES**

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

Section 2. All members shall regularly participate in these projects.

Section 3. These 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; Be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for

choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. *[each member must complete a total of 5 hours and show documentation to the chapter advisor and sergeant of arms of this service project]*

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

## **ARTICLE XV: OFFICIAL INSIGNIA**

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

Section 3. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 5. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are filed for registration with the United States Patent and Trademark Office and may not be copied by anyone.

Section 6. The motto of the National Honor Society shall be *Noblesse Oblige*.

Section 7. The official colors of the National Honor Society shall be blue and gold.

Section 8. A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

## **ARTICLE XVI\*: BYLAWS**

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like. (*Note: See the national handbook and the “Adviser Zone” at [www.nhs.us](http://www.nhs.us) for additional information regarding the appropriate content of chapter bylaws.*)

## **ARTICLE XVII: AMENDMENTS**

This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a majority of the members of the National Council.

NHS National Constitution  
Revised 2005 (based on approved amendments adopted 1992-2005).  
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Tulpehocken Area Chapter  
National Honor Society  
Bylaws

1. The Tulpehocken Chapter has adopted the following modifications to Article IX of the national constitution: the students eligible for membership into this chapter must be a junior or senior and must have a cumulative GPA of at least 90.0 percent.
2. All members are required to keep their academics at a cumulative scholastic average of at least 90.0 percent. If a member falls below this average they will receive a warning. (*see 4*)
3. All members are required to maintain a C average or higher in their classes. If a member falls below this average they will receive a warning. Members taking on-line courses are required to meet these same standards. (*see 4*)
4. If a member's academic status is in jeopardy, he or she will promptly be notified in writing by the adviser and will be given sufficient time to correct the matter. If the matter is not corrected, the student will be dismissed from membership on the decision of the faculty council and/or principal.
5. If a member becomes academically ineligible (failing at least two classes) they will immediately be dismissed from membership on the decision of the faculty council and/or principal.
6. All 2<sup>nd</sup> year members must acquire thirty hours of community service in each school year and 1<sup>st</sup> year members must acquire 20 hours of community service.
7. For 2<sup>nd</sup> year members, if no hours are acquired over the summer the member must acquire at least 7 hours per quarter to obtain the required 30 by the end of the year. Hours must be fulfilled each quarter

and turned in by the end of the quarter date as stated on the school calendar. If the required hours are accrued over the summer or an amount that is fairly substantial, the student must accrue at least 3 hours of service per quarter.

8. 1<sup>st</sup> year members must acquire 20 hours of service by the end of the year and must have at least 6 hours per quarter to reach the required amount. 1<sup>st</sup> year members who acquire 20 hours or an amount that is fairly substantial before the end of the year will then be required to perform 3 hours of service per quarter.
9. Service hours must include all types of service including school hours, community hours and individual service hours.
10. Community service hour papers must be filled out and placed in the “Service Hours” box in the adviser’s classroom by the end of each quarter in order for hours to count towards that quarter.
11. The Historian will be tallying the number of community service hours each month. If a member does not have the required hours (*see 6-8*), he or she will receive a warning.
12. A minimum of one NHS service event will be on the monthly calendar.
13. A NHS service event is one that is run, supported, and maintained by the Tulpehocken Chapter of the National Honor Society and is approved by the adviser.
14. NHS members are required to be at specific mandatory events. Written approval must be obtained from the adviser to miss such events. If approval is not obtained the member may receive a warning and could be dismissed from NHS if multiple infractions occur.
15. All members are expected to be at announced meetings. Attendance will be taken.

16. A member who is on campus and cannot be present, has the responsibility of notifying the adviser before the meeting and is responsible for any information distributed at the meeting. A member wishing to miss a scheduled NHS meeting to attend a meeting for another activity must get prior approval from the adviser.
17. Members who are off campus, but do not have “inactive status” (*see 23*) and cannot attend regularly scheduled meetings, must check in and obtain information from the adviser at least once per cycle.
18. Members who do not follow rules 15-17 will receive a warning from the Adviser and if not corrected, lose membership status.
19. During general assembly meetings, members are required to be courteous and respectful to the opinions of others.
20. If a member would like to add something, he or she must raise his or her hand and speak with an open mind.
21. During an event and in all school settings members are expected to be on their best behavior and represent Tulpehocken graciously and courteously. Character must be displayed. All school rules and policies apply. Decisions of the advisor and/or principal are final.
22. In the case of flagrant violation of school rules or of the law, a member will be promptly dismissed from membership based on the decision of the faculty council and/or principal.
  - a. Flagrant Violations include, but are not limited to the following:
    - i. A student receiving OSS or ISS
    - ii. A student receiving detention.

- iii. Frequent violations of character,  
brought to attention by faculty or  
staff
- 23. If a member has off campus status, or is not  
regularly attending meetings or NHS activities, they  
may be put on In-Active status. Per the decision of  
the faculty council and/or principal, a student on In-  
Active status will have no voting rights in the  
chapter and will not be able to wear the NHS sash at  
graduation.
- 24. All students are expected to be of good morals and  
abide by the NHS National Constitution and by the  
THS NHS Bylaws.

Please read and sign below.

I have read and hereby agree to these rules and regulations in binding to the NHS National Constitution and Tulpehocken Chapter Bylaws. I shall uphold the honor of being a member of the National Honor Society and shall be involved with my community and help to make it a better place.

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Member's Name (Print)

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Member's Signature

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Adviser's Signature

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Date