

**Manheim Township High School  
National Honor Society  
Bylaws**

[Revised 5/30/2014]

- I. **NAME OF ORGANIZATION:** Manheim Township High School National Honor Society
- II. **PURPOSE:** The purpose of the Manheim Township High School Chapter of the National Honor Society is to recognize juniors and seniors for their outstanding performance in the areas of scholarship, service, character, and leadership.
- III. **POWERS VESTED IN THE ORGANIZATION**
- a. **Advisor(s):** The advisor(s) approves chapter activities, maintains chapter records, and attends all meetings and functions. The advisor is a non-voting, member of the Faculty Council.
- b. **Faculty Council:** The Faculty Council consists of 5 voting faculty members, approved by the principal. The Faculty Council selects, disciplines, and dismisses members. The Faculty Council has two major functions:
1. Review the candidates who qualify for admission as determined by the candidates' information packets, which includes school activities, service records, and leadership positions. Also included in the Faculty Council review are faculty evaluations. Looking at all pieces of evidence from both the candidate and faculty members, the Faculty Council will decide if each candidate will or will not be selected for membership into the Manheim Township NHS. The Council may have access to data not available to the faculty-at-large, thus allowing for more precise judgments in terms of leadership, service, and character. It should be noted that there is no quota for NHS membership.
  2. Oversee the National Honor Society program, making certain that the by-laws are followed. Additional responsibilities include determination of consequences for members who have violated school rules or community laws, review of members of the National Honor Society who have allowed their GPA to fall below 93%, and periodic revision of the by-laws.
- c. **Supervising Principal:** At the local level, the principal or designee has the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members. The principal or designee cannot serve as chapter advisor and is not a member of the voting faculty council. The principal or designee receives appeals in cases of non-selection of candidates and the discipline or dismissal of members.
- IV. **CRITERIA FOR SELECTION**
- a. **Scholarship:** The candidate must have a minimum weighted cumulative average of 93% at the beginning of the Junior or Senior year in order to become a candidate for selection. A transfer student must be enrolled for a minimum of one semester in order to be eligible, unless he/she has already been inducted into a National Honor Society chapter at another high school in which case membership is transferred.
- b. **Service:** The candidate must have taken part in school activities, sports, community, or religious organizations throughout his/her high school career. Any organization or personal service to the community will be accepted, except those functions for which the candidate is paid. Each candidate must complete a minimum of 10 service hours during the past school

year to be considered for membership.

- c. **Character:** The candidate must be dependable, including observance of instructions and rules, punctuality, and faithfulness in fulfilling obligations inside and outside the classroom. The candidate must be industrious, honest, and willing at all times to acknowledge his/her mistakes. His/her personality must be genuine, friendly, ambitious, unselfish, and caring. Faculty will complete an evaluation for those candidates with whom they have had contact for the pillar of character.
- d. **Leadership:** The candidate must demonstrate initiative in promoting school activities, exercise positive influence on peers in upholding school ideals, contribute ideas that improve the civic life of the school, and be able to delegate responsibilities. The Faculty Council will consider leadership positions held by a candidate during his/her high school career.

## V. NOMINATING AND SELECTION PROCEDURE

- a. Selection to NHS is a privilege, not a right. Membership is granted only to those students selected by the Faculty Council. [*NHS Handbook, 16<sup>th</sup> ed.*]
- b. Any juniors or seniors who meets the minimum scholarship requirement of a weighted cumulative grade point average of 93% or higher will be invited to submit a Candidate Information Packet to be considered for membership in the Manheim Township High School Chapter of the National Honor Society. These forms are for use by the Faculty Council as working documents to be used during the selection process in support of the student's candidacy. Only those students who submit complete Candidate Information Packets on or before the posted due date will be considered for further evaluation.
- c. Once students have met the scholarship requirement and have submitted Candidate Information Packets, they will be evaluated by the faculty in three other areas: leadership, character, and service. National Honor Society defines these criteria in the following manner:
  - i. **Leadership:** A leader is resourceful in proposing new problems, applying principles, and making suggestions. A leader demonstrates initiative in promoting school activities, exercises positive influence on peers in upholding school ideals, contributes ideas that improve the civic life of the school, and is able to delegate responsibilities. A leader exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, and successfully holds school offices or positions of responsibility. A leader guides others in the classroom, at work, and in other school or community activities. A leader is thoroughly dependable in any responsibility accepted and is willing to uphold scholarship and a loyal school attitude. (*Adapted from National Honor Society Handbook, 16<sup>th</sup> edition, 4.2.2 Leadership*)
  - ii. **Character:** A person of character demonstrates respect, responsibility, trustworthiness, fairness, empathy, and citizenship. He/she takes criticism willingly and accepts recommendations graciously. He/she upholds principles of morality and ethics; cooperates by complying with school regulations; demonstrates the highest standards of honesty and reliability; consistently shows courtesy, concern, and respect for others; observes instructions and rules; and is punctual and faithful both inside and outside the classroom. He/she demonstrates the skills of concentration, self-discipline and sustained attention as shown by perseverance and application to studies. He/she manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistake of others. He/she

also helps rid the school of bad influences or environment. (*Adapted from National Honor Society Handbook, 16<sup>th</sup> edition, 4.2.4 Character*)

- iii. **Service:** Someone who serves, that is, one who volunteers and provides dependable and well-organized assistance, is gladly available and is willing to sacrifice. He/she works well with others and is willing to take on difficult and/or inconspicuous responsibilities. He/she is willing to represent the class or school in inter-class and inter-scholastic competition, participates in activities outside of school, such as scouting, religious groups, volunteer services for the disadvantaged or elderly, etc. He/she mentors persons in the community or students at other schools and shows courtesy by assisting visitors, teachers and students. Service includes those actions undertaken by students that are done on behalf of others without any direct financial or material compensation to the individual performing the service. (*Adapted from National Honor Society Handbook, 16<sup>h</sup> edition, 4.2.3 Service*)
- d. Candidates must be evaluated by a minimum of five faculty members in order to be considered for selection to National Honor Society. Candidates are evaluated by faculty in the areas of leadership and character using a Recommend/Not Recommend system. Faculty evaluate only those students with whom they have had contact in a class, club, or other extra-curricular activity. Faculty evaluations are working documents, which are confidential and are not a part of a student's permanent record. Parents and candidates do not have the right to access the forms. All working documents will be destroyed thirty days after the appeal process is completed. If no appeals, working documents will be destroyed after the Induction Ceremony.
- e. A candidate's service is evaluated by the NHS Faculty Council, which reviews the service forms that are submitted by candidates. Ultimately, the responsibility of the selection and non-selection of candidates to the Manheim Township Chapter of the National Honor Society rests with the NHS faculty council. There are five voting members of the Council. All decisions made regarding the selection of candidates to NHS are made by this council upon consideration of the faculty evaluations of candidates and upon review of the service forms (and information packets) submitted by the candidates. (It is important to note that a quota is not established for the selection of new members to NHS.) Students who are not selected for membership during their junior year may be eligible for membership during their senior year, provided they meet the minimum required 93% weighted cumulative GPA.

## VI. NON-SELECTION:

- a. A candidate who is not selected for membership may submit a grievance in writing to the principal or designee within 30 days of non-selection. The principal or designee will review the summary notes of the faculty council to see if procedural errors were made.
- b. If the principal believes that some kind of technical or procedural mistake has been made, he/she may ask the Faculty Council to reconvene to review the situation. It is generally not the role of the principal or designee to overrule the choice of the committee unless a technical or procedural error has occurred.
- c. Once the review of the Faculty Council notes has occurred and a decision rendered, the right to further appeal is limited.

## **VII. INDUCTION OF CANDIDATES**

- a. The induction ceremony will be conducted as a public activity. Candidates may invite any number of friends and family members to attend. Teachers and members of the community will also be invited.

## **VIII. ACADEMIC REVIEW**

- a. The scholastic record of all members of the National Honor Society will be reviewed by the Faculty Council or the advisor at the end of each semester. The Council will meet with any member whose GPA has dropped below 93%. An attempt will be made to determine if problems exist, and, if so, to offer suggestions and recommendations to help the student. Failure to maintain the minimum academic requirement of 93% for two consecutive semesters will be grounds for review by the committee to determine if dismissal from the society is in order.
- b. In all instances of committee review, the member will have the right to present argument on his/her own behalf. The committee will encourage a parent to be present for all reviews.

## **IX. OFFICERS**

- a. The MTHS Chapter of NHS will be headed by three student officers: President, Vice-President, and Secretary. These officers will be self-nominated and voted on by the current junior members.
- b. The officers will serve as a liaison between the membership and the advisor(s).
- c. The officers must consistently uphold the standards of NHS or they will be asked to forfeit their office.

## **X. WITHDRAWAL/DISMISSAL FROM THE SOCIETY**

- a. A member in good standing with the Manheim Township High School chapter of the National Honor Society has the right to withdraw from the society. A statement of withdrawal must be presented to the advisor(s). The Faculty Council may request a meeting with the students making the statement for withdrawal.
- b. A student may be dismissed from the National Honor Society for failing to uphold *any* of the organization's standards. The member will have the opportunity to appear before the Faculty Council to state his/her case. The Council will review all available evidence before making its final decision.

## **XI. OBLIGATIONS OF MEMBERSHIP**

- a. Full-membership meetings will be held on an as-needed basis, as determined by the officers and/or advisor(s).
  - i. Members are expected to attend these meetings. If a member is unable to attend a meeting, s/he must alert an advisor to the conflict before the scheduled meeting.
  - ii. Meetings will be run by the officers and supervised by the advisor(s).
- b. Every National Honor Society member is required to participate in the tutoring program.

- c. Members are strongly encouraged to participate in additional community service activities, as provided by the organization.

## XII. **AMENDMENTS**

- a. Amendments to these bylaws shall be made by the Faculty Council as needed to keep them current and relevant.
- b. Amendments must be approved by the principal or designee.

These bylaws were written in accordance with the National Bylaws. For more detailed information, reference the *National Honor Society Handbook, 16<sup>th</sup> edition*.