

Providing you with just the important information from the Chapter Bylaws in order to be a contributing member of the LHS National Honor Society.

Pay close attention to the following (which are marked within borders):

Article IV, Sections 5, 6, 7, 8 & 9

Article VI, Sections 1, 2 & 3

Article VIII, Section 4

Articles IX and X

# Membership Handbook

Of the Leicester High School  
Horace Mann Chapter of the  
National Honor Society

Duprey,Michelle

2015

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**MEMBERSHIP HANDBOOK of the Leicester High School**  
**Horace Mann Chapter of the National Honor Society**

Adopted: March 15, 2015



**PREAMBLE: NAME AND PURPOSE**

**Section 1.** The name of this chapter shall be the Horace Mann Chapter of the National Honor Society of Leicester High School, located at 174 Paxton Street, Leicester, Massachusetts 01524.

**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 Leicester High School.

**Leicester High School Core Values and Beliefs** The Leicester High School Community values personal growth and lifelong learning in a safe, healthy, positive, and diverse environment

We prepare students for the future by:

- Challenging all students with a rigorous curriculum.
- Teaching higher-order thinking skills.
- Requiring self-assessment and reflection.
- Employing meaningful assessments.
- Providing varied learning opportunities
- Promoting good character.

**9/17/2014**

**21<sup>st</sup> Century Learning Expectations**

Leicester High School Students will:

- \* Communicate effectively
- \* Problem- solve effectively
- \* Create meaningful products
- \* Use technology effectively
- \* Collaborate effectively
- \* Exercise responsible citizenship

**ARTICLE II: MEMBERSHIP**

**Section 1.** 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 2.** Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

**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 to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Leicester High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 89.5 on a 100 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

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

**Section 5.** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership to be given to their new chapter.

- a. Members who transfer out to Mass. Academy and then return for graduation will not be granted stoles and tassels due to the transfer out of the school and therefore the Horace Mann Chapter of Leicester High School.

**Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter with an official letter indicating the status of his/her membership in his/her previous chapter. However, the Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

**ARTICLE IV: PRIVILEGES AND OBLIGATIONS OF MEMBERS**

- Section 1.** Dues are paid by the school annually.
- Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.
- Section 3.** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.
- Section 4.** Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the gold honor tassels and stoles at graduation.

- Section 5.** Chapter members are required to maintain the high ideals of the NHS: scholarship, leadership, service and character.
- Section 6.** Chapter members are required to attend and participate in the induction and investiture ceremonies.
- Section 7.** Chapter members are required to attend and participate in monthly chapter meetings.
  - a. All members are allowed to miss up to 3 meetings.
  - b. Excused absences include administrative meetings, sports games, official absences, and are subject to change.
  - c. If a member misses a meeting, he/she shall meet with the Advisor for missing materials and information.
  - d. A senior who is planning to participate in internships, dual enrollment or any other engagement that will take him/her away from NHS obligations must notify the Advisor in advance – especially if this will conflict with meetings and activities.
- Section 8.** Chapter members are required to assist with and support all NHS activities whenever possible with a minimum of 3 activities per year.
- Section 9.** Each member shall have the responsibility for choosing and participating in an individual service project (ISP) that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.
  - a. Each member must complete at least 10 hours of individual service per year
  - b. Each member must submit an ISP Proposal to the Advisor prior to starting the ISP for approval (preferably before the second semester)Each member must submit a project log and an ISP Official Record with a Supervisor's/Sponsor's signature within 2 weeks of completing the project.
  - 1) The completion deadline for senior members is the last school day in April
  - 2) The completion deadline for junior members is the last school day in May
  - 3) In a situation where the summer is needed to complete an ISP, the student will need special approval by the Advisor, and the student will agree to frequently communicate with the Advisor and to establish an end date as it draws near. This form shall be mailed to, or dropped off at, the main office of Leicester High School, to the attention of the Advisor.

**ARTICLE V: OFFICERS AND OBLIGATIONS**

- Section 1.** The officers of the Leicester chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Historian.
- Section 2.** It shall be the duty of the President to help members achieve chapter Honor Society goals by serving on the Executive Committee, by presiding at meetings, and by helping conduct the induction ceremony and election of officers for the following school year. The President is also

the official representative of the chapter at school and community functions.

- Section 3.** The Vice President serves on the Executive Committee, presides at meetings when the President is absent, and assists the President as needed. The Vice President assists the Advisor in reviewing service hours and ISP reports and can also act as the chairperson for special chapter projects.
- Section 4.** The Recording Secretary serves on the Executive Committee and shall keep the minutes and attendance records for meetings and activities/projects. The Recording Secretary maintains a record of the chapter minutes and copies of minutes and reports submitted by committee chairs.
- Section 5.** The Corresponding Secretary serves on the Executive Committee, is responsible for all official correspondence and may assist the Recording Secretary when necessary.
- Section 6.** The Treasurer serves on the Executive Committee and handles the chapter's money, including payments for membership pins and cards, all money donated to the chapter, all money raised by chapter activities, and keeps track of receipts and payments. The treasurer reviews these records with the chapter Advisor through the year to make sure the accounts are in order.
- Section 7.** The Parliamentarian serves on the Executive Committee and shall work closely with the President during meetings to keep order and due process and uphold these Leicester chapter bylaws.
- Section 8.** The Historian serves on the Executive Committee and shall be responsible for recording all activities planned with records and visuals (photographs, videos, etc.) and keep past records of former (graduated) members.
- Section 9.** Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Executive Committee.
  - a. When an officer fails to perform and uphold his/her duties the Executive Committee will bring forth the issue for discussion.
  - b. The Executive Committee will vote by secret ballot to impeach the officer in question. A majority vote will decide the outcome.
  - c. If an officer is removed from office, a special election to replace the position will be held at a time designated by the Advisor.

#### **ARTICLE VI: ELECTIONS**

- Section 1.** Elections shall be held at the penultimate meeting before graduation.
- Section 2.** At least 51% of full membership must be present.
  - a. If the quorum is not met, an emergency meeting will be called.
- Section 3.** The candidates for offices are selected during said meeting by nomination and chosen by a secret ballot vote.
- Section 4.** Only juniors shall be nominated.
  - a. A member shall be nominated (not by him/herself). All nominations must be seconded.
  - b. The Parliamentarian (assisted by other officers) shall tally the votes for each office separately. Nominations for a consecutive office may not begin until the winner of the previous office has been announced.
    - 1) The winner is decided by a majority vote by secret ballot.
  - c. The elected officers shall assume their positions at the next full membership meeting before graduation with an installation ceremony led by the outgoing President and officers.
- Section 5.** The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

- Section 1.** The Executive Committee shall consist of the officers of the chapter and the chapter Advisor.
- Section 2.** The Executive Committee shall meet at least once a month in order to plan for chapter meetings.
- Section 3.** 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.

## **ARTICLE VIII. MEETINGS**

- Section 1.** Full membership meetings shall occur at least once a month to conduct the business of the chapter, including the evaluation of past projects and the planning of future projects.
- Section 2.** The President and/or Advisor shall call full membership meetings.
- Section 3.** All members must attend. (See ARTICLE IV, Section 7 for absences)
- The meeting will be conducted according to Robert's Rules of Order. The President and/or Advisor shall make modifications to these rules to suit the chapter.
  - The agenda of meeting shall consist of a (1) a roll call or attendance sign-in, (2) call to order, (3) a Secretary's report, (4) a Treasurer's report, (5) discussion of new business, (5) reports from current committees and current project coordinators, (6) discussion of new business from the floor, and (7) discussion of old business. The President is at liberty to rearrange agenda items as long as there is no objection from the membership.
- Section 4.** Executive Committee meetings require the attendance of the President and/or Vice President and a minimum of 51% attendance of the remaining officers.
- Section 5.** As necessary, an emergency meeting may be called by the President and/or Executive Committee or the Advisor.

## **ARTICLE IX. ACTIVITIES AND PROJECTS**

- Section 1.** One induction and one investiture of officers will be held annually.
- Section 2.** Activities are determined by the committees and chapter members. In addition, the chapter shall designate a year-long project, such as raising money or helping Special Olympics. The committees may also do quarterly projects. The standing committees will also organize activities, such as fundraising or special events.
- Section 3.** All members shall participate in at least 3 of chapter service activities.
- Section 4.** The activities 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 5.** Each member shall have the responsibility for choosing and participating in an individual service project (ISP) which reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute.
- Section 6.** The chapter shall publicize and promote its projects in a positive manner.

- a. Some traditional service activities of the Leicester chapter (as of May 2014) include the following:
- Thanksgiving and Christmas help at the Leicester Food Pantry
  - American Red Cross Blood Drive in March
  - Why Me? Sherry's House Easter Baskets delivery for the holiday
  - Tutoring

**Section 7.** Non-members may participate to promote school spirit in service at the discretion of the chapter President, Advisor and Principal.

## **ARTICLE X. DISCIPLINE AND DISMISSAL OF MEMBERS**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Horace Mann Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

**Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (89.5), he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

**Section 3.** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to OUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

**Section 4.** Offenders of the school conduct code will receive written warning notification from the Advisor. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 5.** In all cases of pending dismissal:

- a. The member will receive written notification from the Advisor/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the *right* to respond to the charge(s) against him/her at a *hearing* before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the Principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the Advisor.
- d. The Faculty Council's decision may be appealed to the building Principal.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

**Section 6.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.