

Section 5. The secretary shall keep the minutes of meetings, a record of all business, and membership records on file.

Section 6. The treasurer shall be responsible for maintaining financial records of this chapter with oversight of income and expenditures monitored by the chapter adviser.

#### **ARTICLE VII Faculty Supervision**

Section 1. The activities of this chapter shall be subject to the approval of the principal and faculty adviser.

#### **ARTICLE VIII Meetings**

Section 1. The meetings of this chapter shall be held on the call of the president or adviser.

Section 2. The first meeting, after selection of new members, shall be for the election of officers.

Section 3. All meetings shall be open and shall be held under the sponsorship of the principal or adviser.

Section 4. This chapter shall conduct its meetings according to Robert's Rules of Order in all points not expressly provided for in the constitution of this chapter.

#### **ARTICLE IX Member Dues**

Section 1. Members are required to pay a one-time dues of \$15 following their induction. Dues are to be paid within three weeks of the student's induction. Checks are to be made payable to Rossford High School. Students who fail to pay dues on time will have their report card held until dues are paid.

#### **ARTICLE X Activities**

Section 1. The chapter shall determine one or more service projects for the year. These projects shall fulfill a need within the school or community; have the support of administration and the faculty; be appropriate and

educationally defensible; and be well-planned, organized, and executed.

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

Section 3. Each member shall have the responsibility for choosing and participating in a service project that reflects his/her particular talents and interests. Each member will fill out a proposal for his/her 15-hour service project prior to starting the project for adviser approval. Once the project is completed by established date, the member will submit a letter of service hours completed on official letterhead from the organization helped. This is in addition to the chapter projects to which all members contribute

Section 4. Each chapter will publicize its projects in a positive manner.

#### **ARTICLE XI Emblem**

Section 1. Each member of his/her chapter shall be entitled to wear the emblem adopted by the National Honor Society of Secondary Schools.

Section 2. Any member who withdraws or is dropped from the chapter shall return the emblem.

Section 3. Each member agrees that, whether the emblem comes to him/her as a gift, a personal purchase, an award, or from whatever source, the title of the emblem, shall rest with the chapter of which he/she is a member. Furthermore, each member agrees that his/her acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.

#### **ARTICLE XII Amendments**

Section 1. This constitution may be amended by a two-thirds vote of the chapter, provided that notice to members has been given at least one month previous to the meeting at which it is to be voted upon. All amendments must be approved by the National Council.

## **The Rossford High School Chapter of The National Honor Society of Secondary Schools Constitution**

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#### **ARTICLE I Name and Purpose**

Section 1. The name of this chapter shall be the Rossford High School Chapter of the National Honor Society of Secondary Schools.

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

#### **ARTICLE II Council**

Section 1. The Faculty Council shall consist of five voting members appointed annually by the high school principal. Faculty Council members may serve more than one term. The chapter adviser shall be ex-officio, non-voting member of the Faculty Council. No principal or assistant principal shall serve as a member of the Faculty Council.

Section 2. The Faculty Council is charged with final decisions regarding selection and non-selection of students for membership into National Honor Society. Additionally, the Faculty Council determines the grade point average needed for selection and reviews its policies each school year.

Section 3. The names of the Faculty Council members will remain anonymous and will not be shared with any staff or faculty member, student or parent.

Section 4. The Faculty Council has granted the chapter adviser power to handle matters of discipline regarding a probation or a warning. Matters of a pending dismissal must be handled by the Faculty Council.

#### **ARTICLE III Membership**

Section 1. Members of this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at graduation.

Section 2. Membership in this chapter shall be based on character, leadership, scholarship, and service.

Section 3. Candidates shall have spent at least one semester in Rossford High School and shall be members of the sophomore, junior, or senior class. The scholastic average of 3.40 shall remain fixed for admission to candidacy for membership in this chapter. All students who can rise in scholarship to or above such standard level shall be admitted to candidacy for election to membership. Their eligibility shall then be considered on their character, leadership and service.

Section 4. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser shall be automatically a member of this chapter.

#### **ARTICLE IV Selection of Members**

Section 1. Any sophomore, junior or senior who has a least a 3.40 cumulative grade point average at the end of the first semester will be notified in writing of eligibility for the Rossford High School Chapter of the National Honor Society.

Section 2. Any eligible candidate will fill out an activities sheet which must be returned to the chapter adviser by the announced deadline.

Section 3. Candidates will be rated by all faculty teaching subjects in grades 9-12, guidance counselors, head coaches and activity advisors. Teachers, counselors, coaches, and advisors only rate students with whom they are working or have worked in the past.

Section 4. The candidate must be rated by a minimum of eight faculty members on Character, Leadership, and Service using the following guidelines:

#### Character

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention to persevere and apply to studies
- Is truthful in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

#### Leadership

- Is resourceful in proposing new problems, applying principles, and making suggestions
- 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
- Is able to delegate responsibilities
- Exemplified positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, demonstrates

reliability and dependability

- Leads in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

#### Service

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Scouts; church groups; volunteer services for the elderly, poor or disadvantaged
- Mentors person in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Section 5. Ratings will be on a 4.0 system and decimals may be used. The one highest and the one lowest rating will be eliminated for each category for each student. Committee members will use the following ratings:

4. Exceptional – Creative – Unusual
3. Receptive – Constructive – Productive
2. Cooperative – Passive
1. Negative – Destructive

Section 6. The student must have a 3.0 or better in each of the three categories (Character, Leadership, Service) and an overall 3.40 average for all four categories (Character, Leadership, Scholarship, Service).

Section 7. The National Honor Society adviser averages the points and compiles a list of candidates for consideration by the Faculty Council.



SERVICE

SCHOLARSHIP

LEADERSHIP

CHARACTER



Section 8. There is no set number of students who will be selected each year. Final decisions as to selection and non-selection are the determination of the Faculty Council. A majority vote of the Faculty Council is necessary for selection. Decisions of the Faculty Council are final.

Section 9. According to the national guidelines, "Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership into the Society." Therefore, all information used by the adviser and Faculty Council during the selection process will remain strictly confidential.

Section 10. Those students who are selected for membership are notified by letter of their selection. Non-selection students are also notified by letter. Those students who are selected for membership are required to attend an informational meeting that provides them with information about the induction ceremony.

### ARTICLE V Dismissal

Since the Rossford Chapter of the National Honor Society seeks to have the members set examples of the high scholastic and moral virtues by which they were elected, probation or dismissal from the above named chapter shall result when any of the following negative actions are found in evidence for any selected member:

Section 1. Falling below a cumulative 3.40 grade point average

Section 2. Failing to complete the required community service project(s) by specified date.

Section 3. Violating school rules or policy on school grounds or at school functions such as:

- Cheating
- Truancy
- Smoking
- Consumption of alcohol
- Dispensing or using illegal drugs
- Other serious offenses

Section 4. Conviction of serious misdemeanor or felony as defined by federal, state, local laws.

Section 5. Any violations mentioned in sections 1 and 2 shall result in a warning and the placement of the member on probation for a period of one semester. Placement on probation will, for the probation period, result in the loss of voting privilege, non-participation in the society's activities, and loss of application rights for possible scholarships offered by the society.

If the member is a senior and probation occurs during the final semester, the member will not be allowed to wear the NHS honor stole for graduation or be listed in the program as an active member. Any further violations during or after the probation period will result in the dismissal from the society.

Section 6. In all cases of pending dismissal, a member will have a hearing with the Faculty Council. All dismissals shall be decided by a majority vote of the Faculty Council.

Section 7. Anyone dismissed or put on probation will be notified in writing.

### ARTICLE VI Officers

Section 1. The officers of this chapter shall be a president, vice president, secretary, and treasurer.

Section 2. A majority of votes cast shall be necessary to elect any officer to this chapter. If the first vote does not yield a majority, a second vote shall be taken on the two candidates who had received the highest number of votes.

Section 3. It shall be the duty of the president to preside at the meetings of this chapter.

Section 4. The vice president shall fill the chair of the president in his/her absence. The vice president will be responsible for chapter and individual service projects including maintaining records and publishing the projects.