

MEMBER HANDBOOK 2019 - 2020

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Calloway*

JULIE RUMSCHLAG

Dean

JANE RAE

Adviser

SOPHIA BLOCK

President

JESSICA SMITH

Vice President

SEMY KONG

Secretary

DANIEL LEE

Treasurer

TABLE OF CONTENTS

1.	LETTER FROM THE EXECUTIVE COMMITTEE.....	1
2.	CHARACTER REMINDERS AND EXPECTATIONS.....	2
3.	SERVICE EXPECTATIONS AND GUIDELINES.....	3
4.	RONALD MCDONALD HOUSE BAKING GUIDELINES.....	4
5.	OFFICIAL PROCEDURES AND GUIDELINES FOR THE SELECTION OF MEMBERS..	5
6.	DISCIPLINARY ACTION OVERVIEW.....	7
7.	PROBATION PROCEDURES.....	8
8.	DISCIPLINE AND DISMISSAL PROCEDURES.....	9
9.	CHAPTER BYLAWS.....	10
10.	NHS NATIONAL CONSTITUTION.....	14
11.	FORMS.....	20
	I. HOUR LOG.....	20
	II. VOLUNTARY MEMBER RESIGNATION FORM.....	21

LINKS TO RESOURCES

Cab Calloway School of the Arts Website

<http://www.cabcallowayschool.org/>

National Honor Society Website

<https://www.nhs.us/>

Volunteer Delaware (Volunteer Opportunities)

<https://www.volunteerdelaware.org/>

1. LETTER FROM THE EXECUTIVE COMMITTEE

Dear NHS Member,

Congratulations! You have been selected for membership in the Cab Calloway School of the Arts Chapter of the National Honor Society. You and your family can be very proud of this accomplishment. Your selection is based upon careful consideration of your scholarship, service, leadership, and character by our chapter's faculty council. With this honor, comes great responsibility, which we can all use to benefit our school, local and global communities.

In this handbook, the officers have compiled the resources we all need to succeed as individual members and as a chapter. It is important that we all understand and abide by the rules and guidelines outlined and read through some of the additional tips, suggestions, and other resources found in this handbook.

We are all looking forward to a great year filled with lots of exciting chances to give back to our school, local, and global communities. We hope that, as members of the Cab Calloway School of the Arts Chapter of the National Honor Society, we can treat this opportunity with respect, lead by example, and show the school and community why we are an exemplary National Honor Society chapter.

Sincerely,

Mrs. Jane Rae (Adviser)

Sophia Block (President)

Jessica Smith (Vice President)

Semy Kong (Secretary)

Daniel Lee (Treasurer)

2. CHARACTER REMINDERS AND EXPECTATIONS

Character is one of the four pillars of NHS and each NHS member is expected to uphold a moral and responsible character. This goes beyond being nice to others and involves how you hold yourself in all situations whether it be at a volunteer event, in the classroom, or at home. Upon being inducted into the Cab Calloway School of the Arts Chapter of NHS, all of your actions are a reflection of your chapter and school. By becoming a strong member of your chapter, you enhance the reputation and effectiveness of your organization. An effective chapter becomes an asset to the school and promotes the creation of a positive school climate. A positive school climate helps all students achieve and learn. A strong school builds a strong community and world. It all begins with you. Make the most of your membership in the Honor Society.

Here are some tips for how to be a good, positive, and productive member of the chapter.

1. Attend and participate in all chapter meetings. Be on time, pay attention to, and respect every presenter.
2. Participate in all mandatory chapter events throughout the year and support non-mandatory events by volunteering or spreading the word.
3. Pay your chapter dues willingly and on time.
4. Make an effort to assume a leadership role in the chapter, whether that be running for office, driving baked goods to the Ronald McDonald House, helping others in the chapter when they need guidance, or offering constructive suggestions to better the chapter.
5. Welcome new members and support their efforts to understand the operations of your chapter by offering explanations where needed and looking out for their best interests.
6. Read and respond to all paperwork or other administrative requests that are shared at chapter meetings, online, and/or events in a timely and appropriate manner. Adhere to deadlines. Be proactive in checking for updates on Schoology, Remind, etc.
7. Make a personal calendar to make sure you are aware of your personal responsibilities such as: attending meetings and events, bringing Ronald McDonald baked goods, turning in information, etc.
8. Communicate effectively. Share ideas and information about chapter activities whenever possible. Practice good listening skills. The chapter is most effective when everyone gives input.
9. Motivate others and yourself to get involved and remain engaged in activities that your chapter organizes or participates in around the school and community.
10. Be a good citizen at the local, state, national, and global levels. Obey school rules and the law. Support and encourage the use of democratic principles in all aspects of chapter activity. Be fair.
11. Remain engaged as an active member of the chapter and look for ways to encourage other students to be involved in service.
12. Be a role model for your peers in the chapter, for other students at school, and for those in the community. Each member represents the Honor Society and retains a responsibility to reflect the values of the organization in all that he/she/they does/do.
13. Be a responsible student by completing your own work and turning it in on time. Have integrity when working on projects, taking tests, and doing homework.
14. Be mindful of what you post on social media. You represent your school and chapter regardless of whether or not you are in a school setting.
- 2 15. Be respectful to your peers, teachers, and administrators.

3. SERVICE EXPECTATIONS AND GUIDELINES

Hour Guidelines

- Every semester you must have a total of at least twenty five (25) service hours.*
- You may count five (5) rollover hours from the previous semester** and ten (10) from the summer.
- Your hours may not be acquired from any politically affiliated organization.
- Your hours must adhere to the guidelines for religiously affiliated organizations below.
- You may not receive any financial compensation for your work.
- You may only use up to five (5) hours from each event and up to ten (10) hours from each organization. This means you must volunteer with at least 3 organizations per semester.
- You may not use volunteer hours from other clubs or organizations that also collect hours or if participation in the event is mandatory by the other organization.***

* You are still responsible for attending mandatory service events even if you have completed twenty five (25) service hours.

** Rollover hours are any valid service hours (up to 5) after the member has already completed their required amount of hours for the semester. Hours only roll over one semester. For example, if a member has 5 rollover hours and completes 25 normal hours in semester one, the member would have no rollover hours for semester two.

*** After you have fulfilled the mandatory requirements for other clubs or organizations, as long as you do not continue to log said hours for the other organization, you may count any additional service hours for NHS.

The executive committee of the CCSA NHS chapter reserves the right to question and/or disregard any hours.

Guidelines for Service with Religiously Affiliated Organizations

Your service for any religiously affiliated organizations may **not** include service such as:

- Advocating for, preaching, or teaching any religious beliefs, practices, or scripture.
- Participation in activities such as altar serving, lecturing, cantoring, singing in a church choir, etc.
- Preaching or advocating door-to-door.

Your service for any religiously affiliated organizations may include service such as:

- Feeding the homeless (open to the public, without preaching any religious beliefs in the process).
- Cleaning up litter with a youth group.
- Teaching a language (open to the public, without preaching any religious beliefs in the process).

The executive committee and/or faculty council reserves the right to determine what does and does not count as religious service work as it pertains to the National Honor Society.

Examples of Community Service Organizations

- Food Bank of Delaware
- Ronald McDonald House
- Faithful Friends
- Boys and Girls Club of Delaware
- Hagley Museum and Library
- Ushering at a local theatre
- Local Schools (including Cab!)

You can also ask your officers or peers for recommendations or visit <https://www.volunteerdelaware.org/> for some good suggestions! We encourage you to find ways to use your talents (the stuff you major in here at Cab!) to better your community.

4. RONALD McDONALD HOUSE BAKING GUIDELINES

As a chapter, we have been committed to providing baked good and desserts to the Ronald McDonald House organization for many years. This provides food to those families served by the Ronald McDonald House. Over the years, the Ronald McDonald House has come to rely on our NHS chapter for quality dessert donations. To keep this close connection we have with the Ronald McDonald House and the families they serve, we have created the following guidelines as to how and what to prepare for your donations:

- 1. All items must be home-baked by the member of NHS.** Others may assist in baking the products, but, in the end, the student should be heavily involved in the baking process. The executive committee reserves the right to deny service hours to any member who turns in baked goods that appear to be store bought or otherwise not produced by the member. A member can appeal and reverse decisions made by the executive committee by providing evidence (pictures or videos of the member baking the goods at home, etc.) that refutes the claims made by the executive committee. Members who are found repeatedly turning in non-homemade goods will be disciplined according to the bylaws of the chapter for dishonesty.
- 2. All baked goods must be dropped off in Mrs. Rae's room upon arrival to school.** Mid-day or end-of-day donations will not be accepted. If Ms. Rae is not present in the room when you drop off, label it with a removable sticky note and leave it by the door.
- 3. Bring at least 12 servings of your item.**
- 4. Be creative and add variety to your baking-** don't *just* bake brownies and chocolate chip cookies! If you can, try to bring in a different thing every time! The families at the Ronald McDonald House would very much appreciate some variety in their selection. Imagine throwing a birthday party that only served chocolate chip cookies and nothing else- while they might be good cookies, it would be nice to have something else! Here are some other ideas of baked goods to bring in:
 - Breads (banana bread, zucchini bread, etc.)
 - Muffins
 - Cakes
 - Cookies (chocolate chip, oatmeal raisin, white chocolate, sugar, gingerbread, snickerdoodle, etc.)
 - Brownies (regular, cookie/brownie bars, etc.)
 - Pastries
- 5. If you bring in something with nuts or other common allergens, label it!**
- 6. Prepare and package the goods as if they were served at a buffet- not individually!** It is not necessary to individually wrap cookies, brownies, muffins, etc. for this. With that said, please make sure the goods are packaged together in a container that you do not need returned, that allows for safe transportation.
- 7. Prepare something you would be proud to present to someone.** It should go without saying that you should be respectful of the people at the Ronald McDonald House, and keep them in mind while we are preparing and handling the food.

The executive committee reserves the right to deny any member hours for baking if the preceding guidelines were not satisfied and provide exceptions to the guidelines under extreme circumstances.

5. PROCEDURES AND GUIDELINES FOR THE SELECTION OF MEMBERS

Cab Calloway's National Honor Society (NHS) is an officially recognized chapter of a national organization established in 1921 in hopes to recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy. These ideals of scholarship, service, leadership, and character remain as relevant today as they were in 1921. Membership in NHS is both an honor and a commitment to be upheld by the students selected to be involved.

The selection process for the Cab Calloway School of the Arts chapter of NHS, in accordance with the national guidelines, is as follows:

Qualifying applicants who wish to join NHS will submit a candidate information form, in which they will outline their achievements in the four core ideals of NHS: scholarship, service, leadership, and character. Each student packet will be evaluated by the Cab Calloway NHS Faculty Council on the following criteria:

Leadership

1. A faculty council may wish to interpret leadership in terms of number of offices a student has held in school or community organizations.
2. Leadership roles within the classroom and effective participation in positions of responsibility in other activities offered on campus such as athletic team captains, section leaders in band and chorus, committee chairs in student groups, etc.
3. Leadership roles in both the school and community will be considered.

Service

1. Service is considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation.
2. Service experience should be obtained both in and outside of school and demonstrate that the student is active in the community and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance.
3. Service provided through a variety of activities/organizations is considered an advantage during the selection process.

Scholarship

To academically qualify for membership the student must have a minimum of a 3.65 unweighted GPA.

Character

1. The faculty council will consider the positive as well as the negative aspects of each candidate's character.
2. Positive character traits include trustworthiness, respect, responsibility, fairness, caring, and citizenship.

All judgments by the faculty council are to be free of speculation, rumor, or hearsay.

OFFICIAL SELECTION PROCEDURES

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council, which consists of five (5) faculty members and two (2) alternate faculty members appointed by the dean. The chapter adviser shall be the sixth, nonvoting, ex officio member of the faculty council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year.

Section 3. Prior to the final selection, the following shall occur:

- A. Students' academic records shall be reviewed to determine scholastic eligibility.
- B. All students who are eligible scholastically (i.e. candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- C. The faculty council shall review the candidate information forms and other relevant information to determine those who fully meet the selection criteria for membership.

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/their membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. 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/their membership.

Section 7. The faculty council's decision may be appealed to the building dean and afterwards according to provisions of the Red Clay Consolidated School District discipline policies.

Section 8. The faculty council reserves the right to award honorary membership to students, school officials, deans, teachers, NHS advisers, or other adults in accordance with the national constitution (Article VIII, Section 3).

Approved by the Faculty Council June 8, 2018

6. DISCIPLINARY ACTION OVERVIEW

Unfortunately, at times, it may be appropriate to take disciplinary action against a member if he/she/they fall(s) below the standards by which he/she/they was/were selected. The following are a couple brief reminders of why members might be presented with disciplinary action, followed by the procedures for said disciplinary action.

Members may be placed on probation by the executive committee for any of the following reasons:

- Missing one (1) mandatory service project without a valid reason (this includes baking goods for the Ronald McDonald House)
- Not completing and turning in the required number of verified hours by the end of each semester*
- Missing two (2) chapter meetings without a valid reason
- Not meeting the minimum of a 3.9 weighted GPA
- Suspicions of dishonesty or otherwise falling below the standards by which you were selected for NHS (leadership, service, scholarship, and character)

A typical probationary period lasts three (3) weeks from the date of the original infraction.

If you were put on probation, you will be required to complete additional service hours up to the discretion of the officers based on the individual circumstance.

Members on probation may not wear the NHS emblem, including, but not limited to, the cords and stoles typically worn during graduation; run for an officer position; nominate themselves or others for an officer position; or be considered for an NHS scholarship.

** Requirements to return to full membership in the society may include completing, verifying, and turning in remaining number of hours to the executive committee. Failure to do so may result in recommendation for dismissal.*

Members may be recommended by the executive committee for a dismissal/discipline hearing in front of the faculty council for any of the following reasons:

- If a member is placed on probation more than two (2) times in a year
- If, in any time during a probationary period, a member incurs a secondary infraction (missing one mandatory meeting or service project, not completing and turning in the required number of hours, not meeting the minimum GPA, or otherwise falling below the standards by which one was selected)
- Serious infractions of the student code of conduct, school rules, state or federal law, etc.

If you are dismissed from the chapter, you are no longer allowed to use or reference membership in the chapter of NHS on your resume, college or job applications, recommendations, etc.

7. PROBATION PROCEDURES

In the event that a member of the Cab Calloway School of the Arts chapter of the National Honor Society falls below the standards by which they were selected, to preserve the integrity of the chapter, a student may be placed on probation by the chapter. During this period the member is not considered “in good standing” with the chapter. In accordance with NHS Constitution Article XV, Section 2, during this time members may not wear the NHS emblem, including, but not limited to, the cords and stoles typically worn during graduation. During this time members may also not run for an officer position, nominate themselves or others for an officer position, or be considered for an NHS Scholarship.

The following procedure has been put in place by the chapter to protect the rights of members considered for probation.

1. Members considered for probation will receive a written notice of the reason for their probation, restrictions while on probation, requirements for returning to good standing within the chapter, and duration of the probationary period.
2. Members who fulfill the requirements for returning to good standing within the chapter during the given probationary period may be considered for immediate return to good standing within the chapter.
3. If, after the probationary period has lapsed, the member has not acquired a secondary infraction, the member shall return to good standing within the chapter. Otherwise, the member may be recommended for further disciplinary action or dismissal by the faculty council.

Approved by the Faculty Council June 8, 2018

8. DISCIPLINE AND DISMISSAL PROCEDURES

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

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she/they was/were selected, he/she/they 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 can include 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. These violations include, but are not limited to DWI; 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 (such as failure to comply, unexcused absences, excessive tardiness, etc.) will receive a written warning. 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. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- A. The member will receive written notification from the adviser and/or faculty council indicating the reason for consideration of dismissal.
- B. The member will be given the opportunity to respond to the charge(s) against him/her/them 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/their 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 dean for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser and may not use membership in NHS on any application or resume.
- D. The faculty council's decision may be appealed to the building dean and afterwards according to provisions of the school district discipline policies.
- E. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

9. CHAPTER BYLAWS

ARTICLE I: NAME

The name of this chapter shall be the Cab Calloway School of the Arts Chapter of the National Honor Society.

ARTICLE II: PURPOSE

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 Cab Calloway School of the Arts.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school dean.

Section 3. Final authority on all activities and decisions of the chapter resides with the school dean. (See Article V, Section 1 of the National Constitution.)

Section 4. Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: 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 alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. Alumni 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 sophomore (tenth grade) or junior (eleventh grade) class.¹
- 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 Cab Calloway School of the Arts.
- C. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.9 on a 5.0 weighted scale.
- D. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

¹ To clarify, members will only be considered during their sophomore and junior year; however, active members include sophomores (briefly after induction), juniors, or seniors.

ARTICLE V: SELECTION OF MEMBERS

There shall be procedures and requirements for selection into this chapter approved by the faculty council with a majority vote. The procedures and requirements for selection into this chapter shall be outlined and made available to the school community upon request.²

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter , which shall be used for renewing our Chapter’s annual affiliation fees as well covering the costs of our induction ceremony, shall be twenty dollars (\$20).

Dues will be payable to the chapter within thirty (30) days after the first chapter meeting of the school year.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS stole at graduation.

Section 5. Additional member obligations, such as mandatory service projects, shall be clearly communicated to chapter members by the executive committee and there shall be reasonable time given to members to prepare for and complete said obligations.

ARTICLE VII: OFFICERS

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

Section 2. The term of any officer shall be one (1) year. An officer may serve consecutive terms.

Section 3. Student officers shall be elected during the last marking period of each school year during a chapter meeting. All members in good standing with the chapter are eligible to run for a position as secretary or treasurer. Rising senior (twelfth grade) members in good standing with the chapter are eligible to run for any position, including president or vice president. Active returning members become any position including president or vice president. Any active member can nominate an eligible member as a candidate for office.

Section 4. Nominees for each office shall be given the opportunity to present a brief speech to the chapter members in an attempt to acquire their vote. Nominees should not engage in any other sort of campaigning, such as hanging posters, passing out tangible goods to members, etc.

Section 5. Voting shall be by secret ballot.³ A plurality vote shall be necessary to elect any officer of this chapter. If the first vote yields a tie in which two or more candidates for one office receive the highest number of votes, a second vote shall be taken for said office. If the second vote again yields a tie, the vote moves to the faculty council. All officer-elects are subject to approval by the faculty council before being installed as officers. In the case that an officer-elect is not approved by the faculty council, the office will be given to the next runner-up. This member is also subject to approval by the faculty council.

Section 6. In the case that an officer position is left vacant, the faculty council may appoint a temporary replacement to the position until an emergency election for the office can be held. Emergency elections follow

2 This can typically be accomplished by accessing the school’s website.

3 This is often done through an anonymous online poll.

the same procedure as outlined in Section 4 and 5.

Section 7. In cases in which an officer does not perform to the standards expected of them, it may be of proper action to remove an officer from their position, or, otherwise, for the officer to resign. An officer may voluntarily resign from office without recourse. Otherwise, an officer may be removed from office, but not otherwise removed from or disciplined by the chapter, in the following ways:

- A. A petition may be presented to the chapter adviser signed by fifty percent (50%) of the active members in good standing with the chapter plus one member in good standing with the chapter. The chapter adviser may then approve or deny the removal.
- B. The faculty council may remove any member from office with a majority vote.

Section 8. Members seeking any officer position in the Cab Calloway School of the Arts Chapter of the National Honor Society should consider the heavy workload that comes with holding an office in the chapter. While members are allowed to run for any officer position in the chapter regardless of officer status in any other organization, an elected officer may be asked to resign or be removed from office, as outlined in Article VII, Section 7, if said officer does not perform to the standards expected of them.

Section 9. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 10. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 11. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 12. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 13. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter. Any action by the executive committee is subject to the review of the chapter members.

Section 14. Officers shall be installed at a special ceremony determined by the chapter adviser.

ARTICLE VIII: MEETINGS

Section 1. This chapter shall meet every other Thursday, unless otherwise stated by the executive committee. Extraordinary meetings can be called by the chapter officers with approval of the adviser.

Section 2. Each chapter meeting shall have a set agenda that is readily available to members to view and reference. Each meeting shall follow its designated agenda. After the agenda is completed, the meeting shall be opened to the chapter members for additional discussion, questions, or other input.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. These projects may vary by 12 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 local/national/global community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in individual service hours that reflect his/her/their particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Section 6. Individual service projects and member participation in chapter service events must be documented and verified through the use of hour logs. Blank hour logs shall be available to any member upon request.

Section 7. Service project “hours” should be completed and documented in accordance with the hours rules and guidelines. These rules shall be available to any member upon request.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

There shall be procedures for discipline and dismissal of members approved by the faculty council with a majority vote. These procedures shall be outlined and made available to any member of the chapter upon request.

ARTICLE XI: NATIONAL SCHOLARSHIP NOMINATIONS

There are procedures for the national scholarship nominations which will be made available to the chapter by the chapter adviser upon receipt from NASSP.

ARTICLE XII: RATIFICATION, APPROVAL, and REVIEW

Section 1. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XIII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the dean (selection and discipline).

Approved by the chapter adviser, chapter president, chapter vice president, chapter secretary, chapter treasurer, dean, and faculty council June 8, 2018.

Last Revision June 8, 2018

9. CONSTITUTION OF THE NATIONAL HONOR SOCIETY

All policies and procedures for NHS chapters are based on the provisions of the National Constitution. The following version of the NHS Constitution was approved for all chapters on July 8, 2016, by the NASSP Board of Directors.

This is the most recent edition for use by chapters. Changes have also been approved for the NJHS Constitution. Chapter advisers and school principals are asked to review this document carefully. Copies can be provided to chapter officers and all chapter members as a reference to the national guidelines that govern all chapters of NHS. (Always consult www.nhs.us/constitution for the most recent edition of the National Constitution.)

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. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

ARTICLE II: THE NASSP STUDENT LEADERSHIP ADVISORY COMMITTEE

Section 1. The control of this organization shall be vested in the NASSP Board of Directors.

Section 2. There shall be a national advisory committee to advise the NASSP staff and Board of Directors regarding NHS and its policies and procedures.

Section 3. The Student Leadership Advisory Committee shall consist of 14 members appointed by the Board of Directors of NASSP, as follows:

- 6 high school student members (3 NHS, 3 NASC member schools)
- 2 middle level student members (1 representing the school of the middle level adviser-at-large and 1 from the NJHS principal-at-large)
- 2 high school advisers-at-large (1 NHS, 1 NASC member school)
- 1 middle level adviser-at-large (1 NJHS or 1 middle level NASC member school)
- 3 practicing principals-at-large (NASSP members: 1 NHS school, 1 NJHS school, 1 NASC school)
- The executive director of NASSP shall be an ex officio member of the Student Leadership Advisory Committee.

Section 4. Members shall be appointed for a term of no more than two years.

ARTICLE III: STATE ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state association of National Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.

Section 3. All state associations shall be affiliated with the National Honor Society.

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

Section 5. Bylaws of the state associations must be approved by NASSP and must be consistent with the NHS Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to establish a new chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a 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 one for the National Honor Society).

Section 2. Deleted.

Section 3. Each school with a chapter shall pay an annual affiliation fee 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 twenty (20) 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 NASSP Board of Directors. 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. Co-advisers may be appointed where necessary.

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 nonselection of candidates, and the disciplining or dismissal of members.

ARTICLE VI: THE CHAPTER ADVISER

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 adviser shall complete the annual survey and submit it 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, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the 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: THE FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on 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 nonselection, 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 this Constitution and NHS policies.

ARTICLE VIII: MEMBERSHIP

Section 1. Membership in the local chapter 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 alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

Section 3. Members of the Faculty Council shall support the school leader in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, 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. The Faculty Council might also award honorary membership to school officials, principals, teachers, NHS advisers, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status.

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

Section 5. Members who are seniors in good standing are eligible to apply and 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 (sophomore, junior, 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.¹ [See notes at end]

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.²

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

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. 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.³

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 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.)

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.

Section 7. NASSP shall hear no appeals in dismissal cases. (Note: 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.⁴

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, etc.) 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. All meetings are mandatory; members are expected to attend all chapter meetings.

Section 5. 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.

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. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. All insignia must be procured from the national office of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office. (See also, Logo Usage Guidelines at www.nhs.us/logo.)

Section 5. The motto of the National Honor Society shall be Noblesse oblige.

Section 6. The official colors of the National Honor Society shall be blue and gold.

Section 7. An alumni member may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: CHAPTER 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 NASSP 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.

ARTICLE XVII: AMENDMENTS

This Constitution may be amended by the NASSP Board of Directors based on the recommendations of the Student Programs staff and approved by the NASSP Board of Directors.

NOTES:

1. Article IX, Section 1. 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 who have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation from the previous school, the Faculty Council may waive the semester regulation.
2. Article IX, Section 2. 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. See Chapter 4 for additional information.
3. Article X, Section 1. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.
4. Article XII, Section 3. 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.

NHS National Constitution

Last revised and approved by the NASSP Board of Directors, July 2016

Voluntary Member Resignation Form

Cab Calloway School of the Arts Chapter of the National Honor Society

I, _____ (*print name*), voluntarily resign from my position as a member of the Cab Calloway School of the Arts chapter of the National Honor Society. With this I acknowledge that this is my decision alone and am not being forced, nor pressured, into my resignation. I also acknowledge that after resignation I will never again be eligible for membership or its benefits, as outlined in the NHS Constitution Article VIII, Section 7. I understand that, as part of my resignation the faculty council must approve of my resignation. If the faculty council does not move to approve my resignation, it will be deemed invalid.

Reason for Resignation: _____

Student Signature

Date

Parent Signature

Date

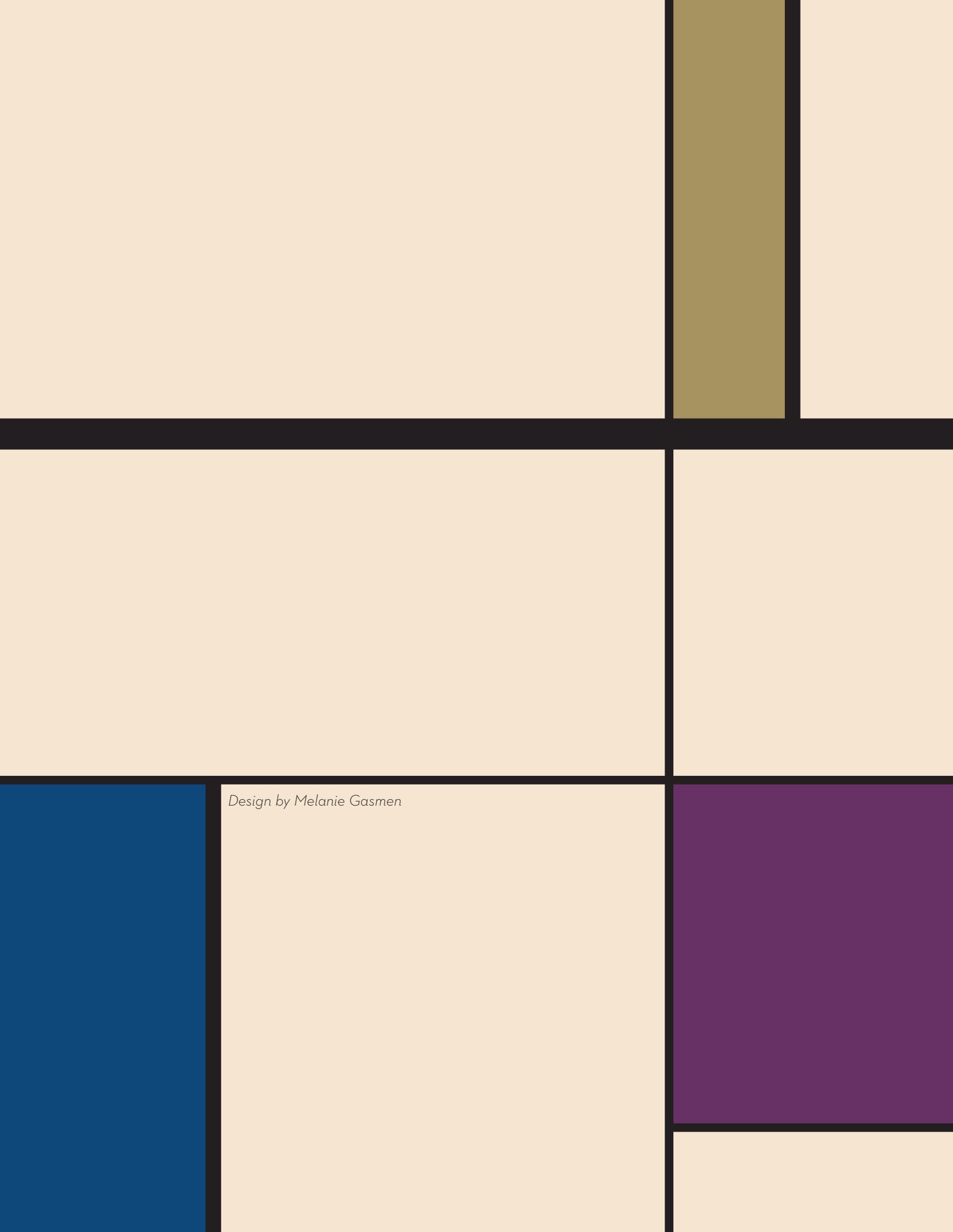
Chapter Adviser Signature

Date

For Faculty Council Use Only:

Approved

Rejected (Reason: _____)



Design by Melanie Gasmen