

BY-LAWS of THE
NATIONAL HONOR SOCIETY
MANVEL HIGH SCHOOL
(Revised February, 2019)

Section 1. CANDIDATE'S ELIGIBILITY: ATTENDANCE

Candidates eligible for election to the chapter shall have a current record of regular attendance at Manvel High School, with the last two consecutive semesters attended within the Alvin Independent School District system.

Section 2. CANDIDATE'S ELIGIBILITY: CHARACTER, SERVICE, LEADERSHIP, SCHOLARSHIP

In addition to the attendance standards set forth in Section 1, above, each candidate shall be enrolled as an active member of the junior or senior class in his/her high school; and shall possess an current average high school scholastic record of 5.3 G.P.A. on a weighed 6.0 scale.

Moreover, each candidate's eligibility will be based upon his/her service, leadership and character. Any conduct which warrants suspension from school (out of school suspension or In School Suspension- ISS) or placement in an alternative school program during a period of eligibility shall automatically deem student ineligible for membership.

Section 3. SELECTION OF MEMBERS: EVALUATION AND DECISION OF FACULTY ADVISORY COMMITTEE DEEMED FINAL

New members shall be selected from a list compiled by the Registrar of students deemed eligible in accord with the scholastic requirements and conditions set forth in Section 2., above; and a copy of such list will be given to the NHS sponsor to post in the classroom, students deemed scholastically eligible will be invited to attend a meeting, advising them of the procedures and requirements of membership in NHS. Attendance of this meeting or a substitute is a required part of the application process.

Students shall receive a Student Activity Information Form, which will be used to evaluate leadership and service. The Faculty Advisory committee will evaluate the student on a scale of 1 through 10, with 10 being the highest mark. Students will be graded on extracurricular activities, leadership roles in activities, and outside-of-school volunteerism. Length of commitment and variety of commitments are some of the major factors in scoring. Students must have both extracurricular activities and volunteerism to receive the highest possible scores.

Each potential member must receive 6 teacher or administrator recommendations. 4 of these must be from current teachers, 2 must be from previous year teachers.

Of the 6 recommendations, the lowest will be dropped, and the remaining 5 shall be averaged together to a maximum of 28 points.

Each Potential member's GPA will be ranked on a scale of 0-10 where the lowest applicant's GPA will be 0 and the highest applicant's GPA will be 10.

Each potential member will write a timed essay to be graded on a scale of 0-12 by the Faculty Advisory Committee.

Utilizing the points earned by each potential member (essay, recommendations, Activity form, and GPA) the Faculty Advisory Committee will render a decision as to the selection criteria by choosing a target score of which candidates must meet to be eligible. The target score of inductees shall be determined by the Faculty Advisory and is subject to changing, but will be decided upon before the application process is complete.

In all instances, the vote of the Committee and all scores shall remain confidential. If, as a result of vote taken, student is deemed ineligible, the student may appeal the decision by requesting and attending a hearing before the Committee, without the presence of student's parent, guardian, or any other representative or agent.

Section 4. **MEMBERSHIP: INDUCTION**

New members shall be inducted into the organization in the spring (near the end of the school year) of each year for membership in the following school year.

These new members are not required to complete any extra service or attend meetings. Their duties and requirements will start at the beginning of the school year for which they were inducted.

Section 5. **OFFICERS: ELECTIONS AND DESIGNATIONS**

New officers shall be elected in the spring of each year. Those elected at this time shall be designated Officer-elect and shall work as an assistant to the officer holding the position.

Members wishing to run for office must be nominated in the Spring meeting where we conduct nominations. Once nominated, the following process will occur:

1. All those running for a position will conduct an interview with at least one of the current officers and one sponsor.
 - a. Those running for the same position will be interviewed by the same team to ensure fairness.
2. The interview will focus on questions about leadership ability and questions relevant to the position.
3. The interview will narrow the field to a maximum of 3 candidates or lower, if some interviewees do not pass the screening process.
 - a. The interview process is designed to determine which candidates will treat their position with gravitas and are willing to give the position their time and attention.

4. Candidates will then prepare a 2-3 minute speech (max 3 minutes) as to why they'd be best for that position. 3 minute maximum is enforced, to keep the meeting from becoming excessively long.
5. Current members (and candidates) will then vote on their choices using a ranked choice voting system. That means voters will order the candidates in 1st, 2nd, and 3rd choice.
 - a. Should a majority (over 50%) vote not be reached in the first round, the lowest vote candidate will be removed, and any ballots who voted for the now-removed candidate will switch to their 2nd choice.

Section 6. **MEMBERS: OBLIGATIONS TO CHAPTER**

- a. Each member shall pay **\$40.00 per year dues**. These dues include an NHS membership pin, a yearly t-shirt, and admission to at least 2 NHS-hosted social events. These dues do **NOT** include the graduation stole. Members that have not paid dues will not be receive a t-shirt or admission to our social events
- b. **Attendance at meetings.** If a member is unable to attend a meeting or an activity, he or she shall provide the sponsor with an excuse to the meeting or activity, signed by a parent, or sponsor of other event no later than 2:30 Friday after the meeting; and attend a make-up meeting. Missing a meeting without a valid reason results in a demerit (Section 7).
- c. **Valid reasons for missing a meeting or induction:**
 - a. Illness (if excused absence for the school day), otherwise requires a parent note.
 - b. Participating in a competition or sporting event with a note from your coach or sponsor. Missing a meeting for practice is not a valid reason.
 - c. Missed day for field trip, college visit, or other school-sponsored travel.
 - d. Family emergency, with note from parents.
 - e. For any other cases, please contact a sponsor in advance.
- d. Members must participate in the service projects hosted by NHS officer committees. Members must participate in **1 service projects in the Fall, and 2 in the Spring**. These service projects will NHS-lead volunteer efforts organized by officers, and members are randomly assigned to a committee. Should a member have difficulty meeting this requirement, please speak with the NHS Sponsor to find an alternative service plan.
- e. Members must complete **15 individual volunteer hours per each semester**, for a total of 30 hours per school year. Hours completed in the summer can count towards the following fall semester. Within the 30-hour requirement, no more than 10 hours can come from one source. Members will be required to provide contact

information of organizations for their individual volunteer service.

Events that are being counted as a service project cannot be used as individual hours, however, the event could be used as individual hours if the member already has the required number of service projects.

- f. Transferring members from other schools are required to complete only 8 hours for their first semester of membership and one less service project (0 in fall, 1 in spring).
- g. Activities **NOT** accepted for **individual volunteer hours** include:
 - a. any activity in which you receive payment;
 - b. a duty or service you are already performing for a school sponsored club, organization, or extracurricular activity;
 - c. paid or unpaid internships that are being used for a tangible benefit such as a requirement for employment, college credit hours, or training hours;
 - d. work done for your family or relatives (except as part of disaster relief);
 - e. donating items;
 - f. helping individual teachers or coaches before or after school;
 - g. babysitting other than for a service organization;
 - h. political campaigning or activities;
 - i. religious proselytizing (volunteering to help others through a political or religious organization can be counted).
 - j. If in doubt, ask the NHS sponsor(s).
- h. Tutoring is only allowed to count for service hours if you tutor through MavLab and sign in to the volunteer log there for documentation.
- i. Making ups: Dues and Individual Volunteer Hours can be made up in a following semester if a student fails to submit them before the deadlines. Students must make up missing hours and/or payments, but demerits for failure to complete requirements remain.
 - a. Dues for the full year are only collected by the end of the first semester. Failing to pay by the fall deadline results in a demerit, and dues still must be paid. Failure to pay by the spring late deadline will result in being placed on the school fines list.
 - b. Service Projects, or "Group Events" cannot be made up and will not continue to penalize a member.
 - c. Individual Volunteer Hours must be made up in a future semester, so that 15 hours per semester are completed. Failure to do make up those hours can result in another demerit.

Section 7. **DEMERITS: FAILURE OF A MEMBER TO MEET STANDARDS**

Members are expected to uphold the ideals and requirements of NHS. However, sometimes requirements are forgotten. This section outlines the Demerit system for NHS. Demerits represent a “three strikes” system of warnings, where on the 3rd strike, the member will be removed.

When a member receives a demerit, they will be notified by either a delivered notice or by their school email. They will be informed of the reason, and what number demerit the warning is.

Demerits can be given for the following reasons:

1. Missing a meeting or induction ceremony without a valid reason.
2. Failure to pay dues by the announced deadline.
3. Failure to complete the 15 individual volunteer hours [recurs if not made up].
4. Failure to complete the 1 (fall) or 2 (spring) group service projects.

Section 8. **FACULTY ADVISORY COMMITTEE: BY-LAWS**

The by-laws can be amended by a majority vote of the officers and agreement of all teacher sponsors. Records of previous revisions of the by-laws will be kept by the teacher sponsors.

The Faculty Advisory Committee has the right to overrule any decision concerning the above by-laws.

Section 9. **DISMISSAL: GROUNDS**

Members may be dismissed from NHS in two ways: by review of the Faculty Advisory Committee or by receiving 3 demerits. A member who is removed will not receive a refund of their dues; however, they may keep any NHS items. They will be refunded if they purchased a graduation stole (as they would not be receiving one).

Any member who has been suspended (out of school suspension or In School Suspension- ISS), placed in alternative school, or has violated any civil laws may be immediately dismissed from membership in NHS upon review in a case-by-case basis by the Faculty Advisory Committee. Any member who violates the code of ethics or school policy may be dismissed, which includes code of ethics for extracurricular and school-sponsored events (prom/homecoming/etc). The committee will present the reason for removal, with consideration to the Pillars of NHS Membership.

Academic dishonesty may result in dismissal from NHS, as the Faculty Advisory Committee will review the evidence and history of a member who has been officially reprimanded by the school. The severity, intent, and scope of the dishonesty will be

examined and punishment could range from demerits to immediate dismissal from NHS.

The consuming of or possession of illegal substances on school grounds or at any Alvin ISD related event (competition, social event, extracurricular, etc) results in immediate dismissal.

Members who have accrued three (3) demerits during their member will be dismissed from the organization. They will be notified by a letter delivered by their alpha-group counselor of their removal from NHS.

Eligibility for recognition at graduation will be determined by the grade point average that the registrar uses for final class rank and successful fulfillment of NHS service hours and meeting requirements as per Section 6. Being below 5.0 at graduation would result in the inability to receive their graduation stole. This means that it is possible for a student to still be a member of NHS, but to not entitled to recognition at graduation.

Section 10. DISMISSAL: HEARING AND APPEAL: PROCEDURE

If a student member is to be dismissed from membership in NHS, he or she will receive a letter from the adviser. A copy of this letter is emailed to the parents, the student member's assistant principal, and the counselor. Any NHS member being considered for dismissal is entitled to a hearing; and in the event that a member desires a hearing, he/she shall inform the NHS sponsor in writing of such desire within ten (10) school days after receiving his/her letter. The member will be notified of the time and place of the hearing; and, at such time and place, the member shall be allowed reasonable time to present his/her case to the Faculty Advisory Committee; and, in the event that the Committee rules unfavorably, the member may appeal such ruling in accord with the applicable rules governing disciplinary appeals in the School District. In the event that the rulings of the Committee remain intact following the expiration of all appeals, dismissal shall be deemed final at that time, and the member shall surrender his/her NHS emblem and membership card to the chapter adviser. Dues and other payments are non-refundable if a member is dismissed. The student's name shall be struck from the membership rolls of NHS for all purposes and inquiries thereafter.

Section 11. Dissolution

- a. In the event that the NHS chapter dissolves, all remaining funds shall be donated to the Landon Liptack Scholarship.

End of Manvel NHS By-Law