

**Sumter Central High School National Honor Society
By-Laws Revised January 12, 2017**

ARTICLE I: Name and Purpose

Section 1: The name of this chapter shall be the Sumter Central High School Chapter of the National Honor Society of Secondary Schools. This name appears on the charter granted by the National Council of the National Honor Society and is duly signed by the members of the National Council.

Section 2: The goals of this chapter shall be to 1) create an enthusiasm for scholarship; 2) stimulate a desire to render service; 3) promote worthy leadership; 4) encourage the development of character in the students of Sumter Central High school, both within its members and within the community at large.

ARTICLE II: Membership

Section 1: Membership in this chapter shall be based upon **leadership, academic achievement, character, and participation** in school and in community organizations.

Section 2: New members shall be selected upon completion of their first semester sophomore year. Eligibility is based on the last semester cumulative grade point average. Members must possess a 3.500 cumulative average or higher for selection and maintain that average. Members are inducted as second semester **sophomores and juniors only** into the Sumter Central Chapter of the National Honor Society, and are eligible to serve their coming junior and/or senior year. Membership shall not be based solely on scholarship.

Section 3: Candidates shall have spent at least one full semester at Sumter Central High School before being eligible for membership unless already in N.H.S. at another school. Membership must be maintained on a **semester basis**. Grades shall be checked and if the 3.500 average is not maintained, the member will be placed on probation until the average is raised; the member will be given one semester to do so. At the end of that semester, the Faculty Council will decide whether to extend an additional probationary period or not.

ARTICLE III: Selection of Members

Section 1: Eligibility for application is determined based on the student having a cumulative **grade point average of 3.500 on transcripts. NO grade point averages on transcripts will be rounded due to the fact that the INOW program that is utilized at Sumter Central High School for grades automatically calculate and round out 5 digits beyond the decimal for accuracy. Also, potential inductees must not have any disciplinary referrals (suspensions, office referrals, ISS, or Alternative School).**

Section 2: The selection process is based on a point scale. Students receive points for their **involvement in school organizations and clubs, their work experience, their community service (16hrs), and leadership roles**. The application also includes a **letter of interest**, which allows applicants to detail for the Faculty Council why they would feel they would be a good addition to NHS, even if there are some weak categories within their application.

Section 3: Another part of the application process is the **teacher recommendation rubric**. Students are able to choose **two high school teachers** to provide some **specific** feedback on the required categories as to whether or not this student would make a good candidate for N.H.S. membership. **Potential inductees will also be evaluated by the entire faculty on the National Honor Society Teacher Evaluation Form also.**

Section 4: Applicants must not have any grade less than a “C” on entire transcript in all classes.

Section 5. Attendance is vital in being an Honor Student. Students must not have any unexcused absences. In addition, **excused absences** must be dated no more than 3 days after the absence occurred and **documented** in INOW through the front office.

Section 6: The final decision on applicants’ membership status will be made by the Faculty Council. All applications will be scored, and a raw score will be assigned to each applicant. The Faculty Council will then determine what the membership cut off will be for each grade of applicants (one score for current sophomores and one score for current juniors). The students who have a raw score above that cut off will be offered membership in the Sumter Central Chapter of N.H.S. The Chapter size will be determined by the size of the student body, which will be specifically spelled out in the invitation for application letter sent out to eligible students.

ARTICLE IV: Obligations of Members

Section 1: Duties and Responsibilities of the Organization – The Sumter Central High School Chapter of National Honor Society has as its duties and responsibilities a high level of service to the community, a history of quality leadership, and the highest level of character and personal responsibility. It has, as part of its purpose, creating enthusiasm for scholarship, stimulate a desire to render service within the school and the community, promoting leadership and encouraging the development of the highest level of character, both within its members and within the community at large.

Section 2: Duties and Responsibilities of the Officers – See information under each officer position description in Article V, Section 4.

Section 3: Duties and Responsibilities of the Members – Members are expected to attend all monthly meetings and participate in all required service projects (see Article VIII for additional information on meeting attendance). Members are expected to represent themselves as responsible members of N.H.S. at all times, whether in school, at school-related events, or within the community. **Failure to do so could constitute disciplinary action by the Faculty Council and subsequent removal and cancellation of membership.**

Section 4: Duties and Responsibilities of the Advisors – The N.H.S. advisors will facilitate, with the help of the Faculty Council and JHS administration, an organization that has the highest standards of leadership, service, scholarly effort, and character. The role of the advisor(s) is to advise the Executive Council (see Article VI for additional information about this body) in the best possible decision making for the chapter. The advisor(s) will approve all service projects and will serve as the communication link between students and the Faculty Council. The advisor will be responsible for issuing all letters concerning, but not limited to the following items: 1) attendance issues; 2) academic probationary issues; 3) all other violations of membership obligations, including issues of questionable character (see Article X, Section 3); 4) failure of officers to adequately perform ALL aspects within their job descriptions (see Article V, Section 4); 5) all Faculty Council decisions made in regards to any or all of the aforementioned matters. The advisor(s) are a non-voting party and do not issue any voting on things like membership status or membership selection. The advisor(s) are simply in place to “advise” the chapter and to act as a means of communication between the chapter members and the Faculty Council.

ARTICLE V: Officers

Section 1: The National Honor Society officers shall be: President, Vice-President of Membership, Secretary, Treasurer, and Vice-President of Projects and History.

Section 2: NHS officers may be representatives of either the senior or junior class, except for the President. The President will be selected from the currently serving juniors with a separate application process. The President will always be a senior and will have served at least one year in NHS prior to their selection to the role of President. All other officers can be either senior or junior members and do not necessarily have to have completed a year of service prior to their selection to serve on the Executive Council. Representatives of the junior class who serve as officers may be asked to assume leadership roles during their second (senior) year in NHS.

Section 3: Officers (with the exception of President) shall be elected at the first membership meeting following induction. The officers along with faculty advisor/s make up the Executive Council.

Officer Job Descriptions:

President shall:

Lead and conduct meetings Hang meeting reminder signs no later than a week prior to the next meeting Put N.H.S. meeting reminder in announcements Ensure all officers' tasks are conducted and complete Assist officers in managing service projects and attendance Conduct service projects (planning, informing, and executing all aspects) and record all N.H.S. members in attendance (list goes to the VP of Projects and History)

Vice President of Membership shall: Take attendance at meetings (2 minutes late is considered unexcused due to length of meeting) Check attendance for 2 and 3 unexcused absences after every meeting Fill out appropriate sheets no later then 48 hours following the meeting and turn into Mrs. Ngbwa Ntse Conduct service projects (planning, informing, and executing all aspects) and record all N.H.S. members in attendance (list goes to the VP Projects and History)

Secretary shall:

Take minutes at each meeting Type and turn in minutes to Mrs. Ngbwa Ntse by 3:00p.m. the following day, organizes the binder for NHS to maintain order of attendance sheets, sign up sheets, service project sheets, etc. Binder will be kept in room 105. Conduct service projects (planning, informing, and executing all aspects) and record all N.H.S. members in attendance (list goes to the VP Projects and History)

Treasurer shall:

Request and pick up treasurer's report/account balance prior to each officers' meeting Announce balance and any account activity at all meetings Attend any event/meeting requiring money to be counted/sorted (Carnations sales, etc.) Conduct service projects (planning, informing, and executing all aspects) and record all N.H.S. members in attendance (list goes to the VP Projects and History)

Vice President of Projects and History: Crosscheck sign up sheets with attendance sheets for all service projects See Mrs. Ngbwa Ntse to file issues dealing with unexcused absences and project details (no later than two days after each event has taken place) Attend all events and take pictures Gather all junior and senior pictures. Gather all photos and load them to create a scrapbook for archiving and use in the induction ceremony Conduct service projects (planning, informing, and executing all aspects) and record all N.H.S. members in attendance

ARTICLE VI: Chapter Executive Council

Section 1: The Chapter Executive Council shall consist of the faculty advisor(s) and the officers of the chapter.

Section 2: The Chapter Executive Council shall have general charge of the meetings and

the business affairs of the chapter, but any action of the Chapter Council shall be subject to review by the Chapter advisor(s) and/or Chapter Faculty Council.

ARTICLE VII: Supervision

Section 1: The activities of the chapter shall be subject to the approval of the advisor(s) including, but not limited to, meeting procedures and information and the approval of all details of all service projects prior to those service projects being started.

ARTICLE VIII: Meetings

Section 1: Regularly scheduled chapter meetings shall be held once a month. Attendance at all chapter meetings is required. A student will be marked “absent” for a meeting if they arrive after 7:32 a.m., as meetings start at 7:30 a.m.

Section 2: The first chapter meeting of each school year shall be held no sooner than the second week of school and no later than the fourth week of school.

Section 3: Additional chapter meetings may be called by the chapter president with the approval of the faculty advisor. Those additional meeting dates will be made available to chapter members at least a week in advance of the newly scheduled meeting.

Section 4: When a member will miss a meeting or does not participate in a National Honor Society sponsored function, it is the member’s responsibility to turn in an excuse to the NHS faculty sponsors prior to the absence, when possible. In the case of illness, the student needs to see the faculty advisor(s) within 5 school days to receive meeting minutes and/or other pertinent information.

ARTICLE IX: Activities

Section 1: There shall be at least one fall and one spring project.

Section 2: There may be money-making projects as necessary to raise funds for service projects, initiation ceremony, gifts to school, etc. In the case of the Sumter Central Chapter of N.H.S., this comes in the form of carnation sales during Homecoming in the fall and around Valentine’s Day in the spring.

Section 3: All service project details must be approved by the chapter advisors and the High School Principal. All service project ideas must be accompanied by a completed “Service Project Form.” Projects will NOT be considered unless this form is completed and returned to the advisors in a timely fashion (a timely fashion in this case being at least **six weeks** before the service project is to take place).

ARTICLE X: Discipline and Dismissal

Section 1: Academic Standards – National Honor Society members are required to

maintain a cumulative GPA of 3.500 or higher during their membership in N.H.S. Failure to maintain the required GPA will result in the member being issued a letter detailing the academic requirements and will be given one semester (or the remainder of the semester in cases where the GPA falls during a semester) to bring their grades up to meet the chapter's standards. At the end of the probationary period, if a student has not achieved the required GPA, they will be issued another letter and their membership status will go before the Faculty Council, at which time the Council may decide to extend another semester of probation or may decide to cancel the student's membership. The council will take into consideration the type and rigor of classes that are being taken by the member when making their decision as to whether to extend a probationary period or cancel the membership. Students are also expected to maintain their academic honesty – cheating is considered academic dishonesty, and may call into question your continued membership in the National Honor Society.

Section 2: Attendance Violations – A. All instances of attendance shall be brought before the Faculty Council. After the second unexcused absence members will be issued a letter informing them of their exact number of absences, as well as the procedures for subsequent unexcused absences. After the 3rd absence, the member will receive another letter informing them that their membership status will be sent before the Faculty Council. The member will have an opportunity to inform the Faculty Council, via the chapter advisors, as to any reasons or extenuating circumstances surrounding the absences and the Faculty Council will ultimately make the final decision whether to extend a probationary period or to cancel the student's membership.

B. If the Faculty Council issues an extended probationary period after the 3rd unexcused absence, on the 4th unexcused absence a student's membership may be cancelled with no additional warning.

C. If a member has excessive (excessive is defined as three or more) excused absences (excused absences may include, but are not limited to student illness, weather related issues, college visits and field trips and family emergencies) their membership status will be handled on a case-by-case basis. Membership status may be brought before the Faculty Council, at which point the Faculty Council will make a recommendation as to a members' status within N.H.S.

Section 3: Student Conduct and Character – A National Honor Society member is a leader of JHS and must display the proper citizenship skills and character, as well as the responsibility that goes along with their membership. They are representatives and role models for the school and the community. **National Honor Society members found violating ANY of the following items may up for immediate consideration of dismissal and may they may be dismissed from the chapter.**

- A. Usage or possession of tobacco, alcohol, or any other drug
- B. Vandalism to school property
- C. Theft

- D. Bullying (including bullying via social networking sites)
- E. Fighting on school property and/or whenever representing the school
- F. Other criminal acts not specified in this policy
- G. Other such actions that may bring dishonor to the National Honor Society or to the school, including academic dishonesty/cheating.
- H. Any flagrant violation (Class II and Class III) of the Sumter County Code of Student Conduct Handbook.

Section 4: The Faculty Council is to remain anonymous for all of the selection and discipline of members. The members of the faculty council may rotate from year to year, if there is a need. According to the National Constitution, the council is expected to have longevity of members in order to provide consistent decision making for, and guidance to the chapter. For the purposes of the Sumter Central High School chapter of the National Honor Society, a “hearing before the Faculty Council” will constitute **a student with a discipline or dismissal issue presenting their case or reasons** for their continued involvement in the National Honor Society to the chapter advisor(s), and the advisor(s) will then pass that information verbatim, with no personal opinions or inflections, along to the Faculty Council for their decision.

ARTICLE XI: Dues

Section 1: Annual dues will only be paid if need is shown and will not exceed \$20 per year.

Section 2: Membership will not be denied to anyone who is unable to pay the annual dues.

Section 3: Monies received from the collection of member dues shall be used for N.H.S. business exclusively.

ARTICLE XII: Amendments

Section 1: These by-laws may be amended by a two-thirds vote of the Faculty Council and shall fall under the National Constitution of the National Honor Society guidelines.