****

 **COLTS NECK HIGH SCHOOL McCHESNEY KANE CHAPTER**

Bylaws of the

McChesney Kane Chapter

National Honor Society

Adopted: June 2016

ARTICLE I:  NAME

The name of this chapter shall be the McChesney Kane Chapter of the National Honor Society of Colts Neck High School.

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 Colts Neck High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser(s) is (are) given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Non-discrimination. 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, sex (gender), gender identity, sexual orientation, 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 graduate.  Active members become graduate members at graduation.  Graduate and honorary members have no voice or vote in chapter affairs.

Section 3.  Eligibility:

 a.   Candidates eligible for selection to this chapter must be members of the junior, or senior class.

 b.   Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.75.

 c. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V:  SELECTION OF MEMBERS

Section 1.  The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal.  The chapter adviser shall be the sixth (or seventh), non-voting, ex-officio member of the Faculty Council.

Section 2.  The selection of active members shall be held once each school year.

Section 3.  Prior to the final selection, the following shall occur: a. students’ academic records shall be reviewed to determine scholastic eligibility; and b. all students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete the candidate selection process as developed by the FRHSD and described below.

*Candidate Ranking Guidelines, Selection, & Appeals*

Here are the procedures for how Candidates are selected for membership for Freehold Township High School’s chapter of National Honor Society as outlined in the FRHSD Student-Family Handbook and coordinated with the National Honor Society Advisers throughout the district:

*Screening/Selection Process*

Selection to the National Honor Society is a privilege awarded to students based on the criteria established by the local chapter in compliance with national guidelines and the NHS Constitution. Membership in the National Honor Society is based upon scholarship, service, leadership, and character. In order to be considered, candidates must have a full minimum cumulative grade point average of 3.75 (GPA will not be rounded to the next highest integer) based on their grades beginning in freshman year. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. All juniors and seniors who have attained the required standard of scholarship may be admitted to candidacy for selection to membership. Their eligibility shall then be considered on service, leadership, and character. Prior to the end of the first marking period, a list shall be compiled of all juniors and seniors who are scholastically eligible. The students shall be notified of their eligibility status. Any error or omission must be brought to the attention of the principal within three (3) days of the notification.

*Candidates will be required to fulfill the requirements below*:

A. Candidates will have to attend a scheduled informational meeting to learn about the rules and responsibilities of membership in the National Honor Society and obtain specific deadlines regarding the selection process.

B. Candidates will have to provide information regarding their co-curricular/extracurricular and community service activities.

C. Candidates will be expected to abide by all National Honor Society requirements if inducted.

*Ranking of Students*

Candidates will be evaluated in the areas of service, leadership, and character as follows:

A. Evaluation is primarily facilitated by those staff members who taught the students in a prescribed course, or function as an adviser or coach to the student in one of the recognized athletic or activity programs of the school.

B. Each candidate has the opportunity to seek evaluations by community members. Evaluations by community leaders shall have equal weight to school evaluations.

C. A minimum of seven (7) evaluations in each of the areas of character and leadership must be obtained from each candidate. No more than two (2) of the seven (7) evaluations may be from community members. One week prior to final tabulations, students who do not have the minimum of seven (7) evaluations will be informed. If seven (7) evaluations are not available at the time of final tabulation, this may impact candidacy.

D. The service score will be derived by the Faculty Council using the student’s community service log.

E. Each candidate shall be scored four, three, two, one, or zero according to the scale below:

• Four indicates that the student is outstanding in the qualities desired.

• Three indicates that the student is average in the qualities desired.

• Two indicates that the student is fair in the qualities desired.

• One indicates that the student is weak in the qualities desired.

• Zero indicates that the student is lacking in the qualities desired.

The following criteria are used in making evaluative rankings:

A. “Service” - In the routine of daily work, many opportunities arise to help others. Willingness to work without monetary compensation or without recognition for the benefit of those in need is the quality sought in National Honor Society members. The candidate must be committed to volunteer, and demonstrate willingness to render service to others in class, in an activity, and in the community.

B. “Leadership” - In taking the initiative in class and school activities, the leader strives to train and aid others to attain positive goals. A leader has self-confidence and will go forward when others hesitate. A leader is willing to sacrifice his/her own time and personal interests for the interests of others; he/she often successfully holds school offices or positions of responsibility. A leader promotes school and community activities and exemplifies positive qualities and attitudes.

C. “Character” - This attribute truly distinguishes one person from others and is achieved and not received. A person with true character demonstrates the qualities of reliability, responsibility, honesty, sincerity, and courtesy. In school, he or she cooperates willingly and adheres to school regulations.

*Final Selection*

Selection to the National Honor Society is determined by the Faculty Council, who are charged with carefully and objectively evaluating potential members. The Faculty Council, comprised of five staff members, will consider those students recommended for membership. A majority vote of the committee is necessary for membership selection. The Faculty Council will evaluate the requirements of leadership, service, and character for each eligible candidate. Candidates not meeting one or more of the requirements for selection will be notified in writing, including a statement referring to the area(s) which were deficient. The student will then have three (3) school days within which to appeal. Any faculty member contesting a student’s candidacy has an opportunity to share information with the Principal prior to final selection.

*Appeal Procedure*

To file an appeal, students must submit a written statement to the Principal listing specific reasons for consideration in reviewing and making a determination on the appeal. The Principal may convene the Faculty Council to review and consider appeals. The student may or may not be asked to appear before the Faculty Council. Students may be asked to submit additional documentation regarding community service hours as a component of the appeal process. The Principal has final say regarding appeals. Additional faculty member or community member evaluations will not be accepted.

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

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

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 membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. All members must pay a one-time $20.00 membership fee. This fee will cover costs associated with the Induction Ceremony and other NHS events. No student should be denied membership due to an inability to pay this fee. Please see the principal if you need assistance.

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

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

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

Section 5. Chapter members agree to the following standards/criteria while members of this NHS chapter:

 *Service Hours*

A. All members are required to perform a minimum of 60 hours of community service in addition to all CNHS NHS events.

B. All members are required to perform a minimum of 15 hours of community service per marking period. Service hours accumulated in July and August may only count toward the first marking period.

C. Members must have all service activities documented including date, number of hours, signature of on-site supervisor, and thorough explanation of service. Members must submit record of service within one month of completing that service.

D. Faculty advisors reserve the right to determine whether an activity counts for community service.

E. Seniors must submit all hours by June 1st. Juniors must submit all hours by June 15th. Failure to do so will result in dismissal.

*Character / /Leadership Characteristics* (Refer to Article VII)

A. The following behaviors are in direct violation of the code of honor and integrity for which the National Honor Society stands. All members agree that by accepting CNHS NHS membership that they will be held to a higher standard and recognize that these behaviors are unacceptable and intolerable.

1. Any type of cheating and/or plagiarism.
2. Possession or use of any alcohol or other controlled substance.
3. Possession or use of any tobacco product on school property.
4. Theft, destruction, or vandalism of any school property.
5. Arrest for any type of criminal action.
6. Any behavior that results in suspension and/or multiple office detentions.

B. Any member who is suspected of any of the aforementioned behaviors will be notified in writing and may or may not be called in for a “Hearing of Probation” before the NHS Advisors and Faculty Council. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council.

C. If the NHS Advisors and Faculty Council determine that the member is guilty of the behavior(s) in question, he/she will be subject to probation and/or dismissal.

*Mandatory Meetings and Events*

A. Attend all scheduled meetings. The determination of whether or not an absence is excused is left to the discretion of the Chapter Advisor(s). Illness, school athletic events, and field trips are examples of acceptable excuses. In order to be excused, the Chapter Advisor(s) must be notified in advance in writing (e.g. email) of an absence. If a member is ill or there is an immediate, significant family obligation, please contact in writing (e.g. email) an advisor within 24 hours. One unexcused absence will result in probation and a second offense will result in dismissal.

B. All current members are expected to attend all CNHS NHS events.

*Academic Requirement*

A. Students must maintain a 3.75 GPA (not rounded) or better.

B. Any student who falls below a 3.75 will be put on academic probation and given until the end of the next marking period to improve his/her average to meet the standard.

C. If a student is unsuccessful in raising his/her average by the end of the next marking period, his/her case will be presented to the NHS Faculty Council for dismissal.

ARTICLE VI:  OFFICERS

Section 1.  The officers of the chapter shall be president, two vice presidents, and two secretaries.

Section 2.  Student officers for each induction class shall be elected in the spring after induction of new members.  All new members in good standing with the chapter are eligible to run for a position as an officer.

Section 3.  Voting shall be by secret ballot. A majority vote shall be necessary to elect each position for this chapter.  If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4.  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 5.  The vice-presidents shall preside in the absence of the president and shall also keep a record of members’ contributions to leadership and service.

Section 6.  The secretaries shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7.  Officers and the faculty adviser(s) shall collectively be known as the chapter’s Executive Committee. The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII:  PROBATION and DISMISSAL of MEMBERS

Section 1. If a member fails to meet any of the requirements to maintain membership, he/she will be notified in writing.

Section 2. Members are allowed to be on probation for a single infraction. If a member is on probation and commits a second infraction, dismissal is automatic.

Section 3. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. After the council is notified of the initiation of dismissal proceedings, the student will be notified as to the date of the hearing at which the proceedings for dismissal will take place.

Section 4. The Faculty Council shall meet, in closed session, to discuss the details of the pending dismissal and vote on whether or not to dismiss the member.

Section 5. The decision of the Faculty Council will be communicated in writing to the member and the Colts Neck High School Principal.

Section 6. The member may appeal the Faculty Council’s decision with a hearing before the Colts Neck High School Principal within five school days.

Section 7. Students who are dismissed are never again eligible for membership in the National Honor Society.

Section 1.  In order to retain membership in the National Honor Society, the National Council requires members to maintain the same standards used as the basis for their election. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. According to the National Honor Society handbook, any member who deliberately violates a school or civil law or acts in a manner unbecoming of a member of the National Honor Society may be dismissed. For flagrant violations, such as plagiarism or academic dishonesty, the honor society member may be dismissed and will not necessarily receive a warning. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 2.  If a member’s cumulative grade point average falls below the standard in effect when he/she was selected (3.75), he /she will be given a written warning and two marking periods to improve their cumulative grade point average.  If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 3.  Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.  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 use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification.  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 Adviser or the Faculty Council.

Section 6. In all cases of pending dismissal:

a. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.

b. The member has the right to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

d. The Faculty Council’s decision may be appealed to the building principal 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.

ARTICLE VIII: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be approved upon receiving a majority affirmative vote by 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 as needed.

Approved on [*Insert date*]:

Signatures/Names of the Chapter President, Secretary, Adviser, and Principal.