



Washington Township High School

National Honor Society

Bylaws of the Constitution



The National Honor Society was established by the National Association for Secondary School Principal or designees (NASSP) in 1921. The principal or designees involved aimed to create an organization that would 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. As WTHS prepares future leaders for global citizenship, the opportunity to support these ideals becomes even more important.

Article I: Name and Purpose

Section 1.

The name of this chapter shall be Washington Township High School Chapter of the National Honor Society and referred herein as “WTHS 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 WTHS.

Article II: Principal

Section 1.

The principal or designee shall reserve the right to approve all activities and decisions of the chapter.

Section 2.

The principal or designee shall annually appoint a member of the faculty as chapter adviser(s), who may serve consecutive terms. Adviser(s) may be appointed where necessary.

Section 3.

The principal or designee shall annually appoint a faculty council composed of five members of the school’s faculty who may serve consecutive terms.

Section 4.

The principal or designee shall receive appeals in cases of nonselection of candidates, and the disciplining or dismissal of members.

Article III: The Chapter Adviser(s)

Section 1.

The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community.

Section 2.

The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser(s) shall complete the annual survey and submit it to the national office.

Section 3.

The chapter adviser(s) shall regularly review each member for compliance.

Section 4.

The chapter adviser(s) shall help chapter officers understand and carry out their duties.

Section 5.

The chapter adviser(s) shall be an ex officio, non-voting, sixth member of the faculty council and shall facilitate all meetings of the council.

Section 6.

The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal or designee, and may serve consecutive terms.

Article IV: The Faculty Council

Section 1.

The faculty council shall consist of five (5) voting faculty members appointed annually by the principal or designee. The chapter adviser shall be an ex officio, non-voting, sixth member of the faculty council. No principal or assistant principal may be included on the faculty council as a voting member.

Section 2.

The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 3.

The faculty council is to be anonymous and 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, under the leadership of the principal or designee, 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 V: Membership

Section 1.

Members of the WTHS NHS have an honor bestowed upon them. Eligible members shall be those selected students who demonstrate outstanding scholarship, character, leadership, service, and activities. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2.

Members shall be known as active, honorary, and alumni. Active members 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; and 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 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, principal or designees, 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. The usual membership card or certificate may be given to honorary members with the word “honorary” typed on it. The names of honorary members should appear on the chapter’s official membership list, which is kept on file by the district.

Section 4.

Candidates shall become members when they are inducted at a special ceremony.

Section 5.

Members who are seniors and in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

Section 6.

An NHS member who transfers from another school and brings their NHS certificate or letter shall be accepted automatically as a member of the WTHS Chapter. Transfer members must meet and maintain the chapter’s standards in order to retain membership. A student’s membership transfers automatically

when a member moves from one school to the next. In all transfer cases, the local faculty council is charged with making a sound, professional judgment regarding the membership status of the individual.

When transferring to a new school, it is the obligation of the student member to promptly notify the new school’s chapter adviser of their membership. Chapter advisers can require proof of membership in the former chapter, which, in addition to a formal letter or email from the previous adviser or principal or designee or designee, can include a membership card, certificate, or official designation on the school transcript.

Please note there may be differing standards and procedures among chapters. While the NHS Constitution states that transfer members must be automatically accepted in the WTHS NHS Chapter, it should be noted that the transferee may be unable to meet the WTHS Chapter’s standards within one semester. In such or similar cases, the transfer student may have their NHS membership declared temporarily inactive, until they are able to meet WTHS NHS standards. In all cases, transfer students should be given a reasonable amount of time to address differing standards.

The names of transfer members should appear on the chapter’s official membership list, which is kept on file by the district.

Section 7.
Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 8.
Full-time homeschooled students who are not enrolled in WTHS are not eligible for consideration as members of the WTHS NHS.

Article VI: Selection of Members

Section 1.
To be eligible for membership the candidate shall be a member of the junior or senior class. Candidates shall then be evaluated on the basis of scholarship, character, leadership, service, and activities through an electronic application process. Please be mindful of application deadlines.

Section 2.
Scholarship:

A junior must have earned a cumulative weighted grade point average of 90 without rounding up by the end of the fourth high school semester. A senior must have earned a cumulative weighted grade point average of 90 without rounding up by the end of the sixth high school semester. Juniors and Senior students who meet this initial criterion will be invited to apply for membership, providing information on character, leadership, service, and activities.

Section 3.

Character:

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. The faculty council should consider the positive as well as the negative aspects of each candidate's character. All judgments in this and other selection criteria should be free of speculation, rumor, or hearsay. The student information system will be inspected for documented disciplinary infractions.

NHS is a member of the Character Counts! Coalition and supports and recommends the use of a multi-faceted definition of character known as the Six Pillars of Character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. **Students will select one (1) of the Six Pillars of Character and write a detailed description of a life experience that relates to the chosen pillar.**

Section 4.

Leadership:

The leadership criteria are considered highly important for membership selection. WTHS recognizes that leadership exists both inside and outside elected positions. Leadership roles in both the school and community may be considered as criteria. To meet the leadership criteria for NHS, a student must describe two (2) leadership roles at school or in the community achieved since the ninth grade. **Students will write a detailed description of their two (2) leadership experiences that will outline their leadership roles.**

Section 5.

Service:

Service is generally considered to be those actions to be undertaken by the student that are done with or on behalf of others without any direct financial or material compensation. The faculty council will review service hours dedicated to our school, our school community, or surrounding community. To be selected as a member of our chapter, juniors will be required to have 10 service hours accumulated since the ninth grade. Seniors will be required to have 15 service hours accumulated since the ninth grade. There is no specific requirement for hours within a specific school year; students must simply meet the cumulative total hours. The service hours may be applied to each grade level based on an academic year, starting July 1st. Monetary donations **Does Not** equal community service.

Section 6.

Activities:

WTHS believes in well-rounded and involved students. Students will need to demonstrate a combination of in-district and community activities. Juniors applying should have four (4) cumulative activities since

the ninth grade. Seniors applying should have six (6) cumulative activities since the ninth grade. The activities may be applied to each grade level based on an academic year, starting July 1st. The faculty council will weigh life and adversity circumstances.

Section 7.

The selection of each member of the chapter shall be by a majority vote of the faculty council. Prior to the notification of any candidates the adviser(s) shall review with the principal or designee or designee the results of the faculty council's deliberations.

Section 8.

A description of the selection procedure shall be published annually on the WTHS website located at www.wtps.org/wths. The selection procedure shall be implemented by the faculty council and principal or designee consistent with the rules and regulations of NHS.

Section 9.

Nonselection:

In cases of nonselection, efforts should be made to explain the selection process to those students who are unhappy about the results of the selection process. The NHS National Constitution requires that a description of the selection procedure be published and available to students. The description should be well-written and thorough in its portrayal of the selection process in order for the nonselected student to be assured that their case was handled in accordance with established procedures.

Section 10:

Reasons for Nonselection:

As per a ruling from the New Jersey Commissioner of Education, all chapters in the state must be prepared to identify which criterion or criteria were not met by an individual candidate if asked by the candidate or their parents following notification. The supporting rationale will be available to assist in explaining the judgment rendered. Please just simply inquire, and WTHS NHS adviser(s) will be happy to assist you in the reasons for nonselection.

Section 11:

Appeals in Cases of Nonselection:

All chapter advisers are required to report the results of the faculty council voting to the principal or designee before notification, and within that report, the criteria-based reason(s) for nonselection will be included. Thus, the basis for nonselection is available for review. Upon request, the faculty council will reconsider an individual student's case. If students or parents are still not satisfied with the reconsideration, the next level of discussion will include the building principal or designee. The principal or designee will listen to the concerns of students not selected, or from the parents of such students. Following such discussions, if the principal or designee believes that some kind of technical or procedural mistake has been made, the principal or designee may ask the faculty council to reconvene to review the situation or may overturn the decision. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the

erroneous averaging of grades, or the chapter's failure to follow prescribed procedures. The principal or designee will then issue a written decision to the students, parents, and faculty council. No student has a right to be selected for membership in a chapter of the National Honor Society. If nonselected students or their parents wish to challenge or appeal the principal or designee's decision, they should follow the chain of command.

Section 12:

Outcomes of Appeals:

Outcomes of an appeal can include, but is not limited to, the following:

- Rejection of the appeal; sustaining of the original judgment
- Request from the principal or designee for the faculty council to reconsider the case
- A change in the decision, resulting in the selection of the student in question
- An overturning of the faculty council's decision by the administration
- Referring the appeal, following rejection, to the next step in the chain of command.

Article VII: Chapter Officers

Section 1.

The adviser(s) shall determine the need for NHS officers. Officers' duties and method of election are approved by the principal or designee and adviser(s).

Section 2.

A nomination process in the spring shall be held for the officer positions. The top three students nominated per position, by secret ballot, shall be placed on the officer ballot and completed electronically to assure accuracy and fairness. All members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3.

A majority of votes cast shall be necessary to be elected as an officer of the 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.

New officers of the chapter shall be installed at a special ceremony/meeting.

Section 5.

It shall be the duty of the president to preside at the meetings of this chapter, and to work closely with the adviser(s) in the planning and supervision of all chapter activities. Additional duties shall be determined by the adviser(s).

Section 6.

The vice president shall preside in the absence of the president and shall be responsible for maintaining attendance records at all Chapter meetings. Additional duties shall be determined by the adviser(s).

Section 7.

The Secretary shall keep the agenda minutes of the meetings, a record of all business, and all records on file. Additional duties shall be determined by the Adviser(s).

Section 8.

The Treasurer shall receive and disburse all funds of the Chapter and keep an accurate account of receipts and disbursements in accordance with school regulations. Additional duties shall be determined by the adviser(s).

Section 9.

The Parliamentarian shall create meeting agendas and regularly review the bylaws. Additional duties shall be determined by the adviser(s).

Sections 10.

The Historian shall keep a record of NHS materials and handle public relations for the Chapter. Additional duties shall be determined by the adviser(s).

Article VIII: Obligations of Members

Section 1.

Annual dues for this chapter shall be paid for by the district.

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 of the charter.

Section 4.

Good standing for members shall be defined as the following:

- Upholding the quality of character as required for NHS candidacy.
- Maintaining a weighted cumulative GPA of 90 or above without rounding up.
- Completion of a minimum of 5 hours of community service per year of membership.
- Active participation in at least 2 activities per year of membership.

Section 5.

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

Article IX: Executive Committee

Section 1.

The executive committee shall consist of the officers of the chapter and adviser(s). 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 2.

The executive committee shall meet regularly to discuss general affairs and make recommendations for the chapter. They shall ensure the chapter activities and procedures follow school policy and procedures.

Article X: Meetings

Section 1.

The chapter shall have monthly mandatory meetings during the school year as determined by the executive committee and in accordance with school policy and regulations.

Section 2.

The chapter president, or other designee, may call special meetings approved by the executive committee.

Section 3.

Members are expected to attend all chapter meetings.

Section 4.

The chapter shall conduct meetings according to *Robert's Rules of Order, Newly Revised*, in all points not expressly provided for in these bylaws.

Article XI: Service Activities

Section 1.

The chapter may organize a variety of service projects per year, in which members regularly participate. Members may also find their own service projects.

Section 2.

Every member shall have the responsibility for choosing and participating in an individual service project that reflects their talents and interests and meets the needs of the community. This is in addition to the chapter projects to which members shall contribute.

Article XII: Discipline and Dismissal

Section 1.

The faculty council, in compliance with the rules and regulations of the National Honor Society, shall determine a procedure for dismissal.

Section 2.

Members who fall below the standards that were the basis for their selection (scholarship, character,

leadership, service, and activities) 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 violations of school rules or the law, a member does not have to be warned. These flagrant violations of the law or school regulations can result in immediate consideration of the dismissal of a member. Written warnings will be provided to both students and parents. 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 3.

The faculty council, in cooperation with the chapter adviser(s) and principal or designee, will determine when an individual has exceeded a reasonable number of warnings. For cases other than flagrant violations, there will be no fewer than two written warnings provided to both students and parents before there are discussions of dismissal.

Section 4.

When a chapter monthly meeting is held, a member's absence from school shall be considered an excused absence. Members shall report an absence to the adviser(s) prior to the meeting. Other absences will be considered unexcused unless considered appropriate by the adviser(s). Disciplinary action shall be held in the following manner: One unexcused absence shall result in a warning; two unexcused absences shall result in probation; three unexcused absences could result in dismissal.

Section 5.

Submission of Service Log:

When a member does not submit a service log by May 15th, the adviser(s) shall warn the member and allow two weeks for submission. If the member does not submit a log at that point, the adviser(s) shall place the member on probation. If the member does not submit the log within another two weeks, the principal or designee and adviser(s) shall determine the next steps, which could include dismissal.

Completion of Required Community Service Hours:

When, upon reviewal of submitted service log, 5 hours have not been completed for the year of membership, principal or designee and adviser(s) shall warn the member and allow two weeks for submission of completed hours. If the member does not submit a log indicating the completion of 5 hours of community service at that point, the adviser(s) shall place the member on probation. If the member does not submit the log documenting 5 hours of community service within another two weeks, the principal or designee and adviser(s) shall determine the next steps, which could include dismissal.

Section 6.

In all cases of pending dismissal, a member (and parent) will receive written notification from the adviser(s)/faculty council indicating the reason for consideration of dismissal. The member will be given the opportunity to respond to the charge(s) against 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 NHS National Constitution). A member has the opportunity to present 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 a member.

Section 7.

The results of the faculty council’s vote will be presented to the principal or designee for review, and then stated in a letter sent to the students and parents. All decisions on appeal made by the principal or designee will involve a rationale for the decision that is conveyed to the faculty council and student/parent. Dismissed members must surrender any membership emblems to the adviser.

Section 8.

A member that has been dismissed may appeal the decision of the faculty council to the principal or designee and thereafter under the same rules for disciplinary appeals in the school district.

Section 9.

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

Article XIII: Amendments

Section 1.

Members shall review a copy of the bylaws prior to ratifying them at a regularly scheduled chapter meeting. There shall be a 2/3 vote of the chapter. If the members are unable to vote, the principal or designee and adviser(s) shall make a decision to accept the amendments.

Section 2.

Amendments to the bylaws shall be made regularly by the executive committee and principal or designee to make improvements to the chapter.

Established: September 2023

Amendments:

Signatures:

Ms. Sarah Czar, NHS Adviser

Mr. Aaron Lemons, NHS Adviser

Mr. Anderson, WTHS Principal or designee

Statement of Non-Discrimination: The 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, 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.

