2018-19 Walled Lake Central
National Honor Society Constitution

We, the members of the National Honor Society (NHS), recognize our responsibility to uphold the highest standards in service, scholarship, leadership, and character, as we are looked upon as a select population of our student body. We understand commitment is essential to a successful organization and are dedicated to the Walled Lake Central Code of Ethics and the following articles:

Article I – Applications/Inductions/Discipline
Section I. Minimum accumulative GPA required for admission into NHS varies with entering grade. Incoming seniors are invited with an overall GPA of 3.5 and incoming juniors are invited with an overall GPA of 3.90. All members MUST maintain the GPA requirement according to their grade level. There is no deviation from the requirement.

Section II. All potential inductees’ and inducted members disciplinary files must not contain any infractions below NHS standards. This includes incidents of academic dishonesty, 2 or more minor discipline referrals overall, use of alcohol or drugs, and misconduct that involves violation of the law.

Section III. Applications are considered based on the following criteria: GPA requirement, number of and active involvement in school activities, attendance history including tardies and absences, discipline history, leadership experiences and confidential staff evaluations. All applications must be completed in its entirety, including short answer questions, a letter of application and two essays. Applicants must have the proper signatures and contact information on all areas required as listed in the application.

Section IV. Application packets are due on the date specified by the advisor. No late or incomplete applications will be considered.

Section V. Any potential inductee who is not selected to NHS may appeal the decision of the first selection committee. Applicant can elect to meet with a second advisory committee for consideration. This request to meet must be made in writing by the specified date.

Article II – Dues
Section I. All members will pay annual dues by the specified date of the prior year of membership. $45 for seniors, $30 for juniors.

Article III – Meetings
Section I. Members must attend all NHS meetings (usually, once a month, typically the second Thursday of each month from 6:30am – 7:10 am)

Section II. An unexcused absence results in a Disciplinary Strike (see Discipline)
Article IV – Elections
Section I. Any 2 year senior NHS member that wants to run for an officer (president, vice president, secretary, treasurer, and recording secretaries) position must submit a letter or email of intent that states his/her name and officer position they are running for to the advisor by a set date determined by the advisor. Each candidate will have the opportunity to make a short campaign video announcing their interest and specific skills qualifying them for such a position. All NHS members will have the opportunity to view the campaign video prior to voting.

Section II. All members are required to vote in the election no later than the scheduled deadline announced before the end of the school year.

Section III. In case of a tie for any elected position, a regular NHS meeting will be scheduled to question candidates and a re-vote will be held at the meeting. If there is a tie after the second ballot, the current officers will select the candidate they feel is best for the job.

Section IV. Elections will be held in the spring at a time announced by the NHS advisor either prior to or following the induction ceremony.

Article V – Officers Duties
**All Officers must be Senior, Two Year NHS Members**

Section I- It is the duty of the President to preside at the meetings for this chapter and run the meetings following a written agenda. The president is required to submit the agenda to the NHS advisor for approval 1 day prior to meetings. The president should be a member who can commit to weekly working with the Advisor on planning and organizing events and it should be a person with the enthusiasm and charisma to motivate a large body of students. The chapter President is obligated to organize (but not limited) to the following NHS sponsored events: Pedersen Dodgeball, Relay for Life, Teacher Aide Brigade, weekly tutoring, semester exams Tutoring Blitz, Remind 101, and all correspondence sent to Membership.

Section II – The Vice-President shall preside in the absence of the president and shall collaborate with president on the meeting agenda. The vice-president can gives time weekly to helping with all the activities that NHS is involved in organizing and running throughout the school year. The vice president should keep the NHS bulletin board updated with current upcoming events monthly. The chapter Vice President is obligated to organize (but not limited) to the following NHS sponsored events: weekly tutoring, the Football and Basketball Pink Out NHS sponsored games, co-chairs Pedersen Dodgeball, organizing all referee recruitment and schedules, and executing one large charitable event sponsored by NHS.

Section III – The Corresponding Secretary shall take attendance of all NHS Meetings, keep the minutes of the meetings and be responsible for all official chapter correspondence. The corresponding secretary will also create a list of all member’s names, email addresses and phone numbers at the beginning of their tenure. The secretary works with the recording secretaries to ensure that hours are being turned in monthly to the recording secretaries by the members. The Corresponding Secretary will submit NHS event/meeting attendance as well as meeting minutes
to the president and advisor no later than three days after the meetings. The Corresponding Secretary will hold a quarterly meeting with all Recording Secretaries each year.

Section IV - The **Treasurer** shall collect the chapter dues, keep the record of chapter expenses, and all other financial transactions of the chapter. The treasurer will order the chapter tee-shirts at the beginning of the school year and help distribute them to the membership when they are in. The treasurer will also be responsible for depositing money raised for Relay for Life, Pedersen Dodge Ball Tournament Fundraising and any other money collected throughout the year. The chapter Treasurer is obligated to organize (but not limited) to the following NHS sponsored events: Fall and Spring Road Clean Up and executing one large charitable event sponsored by NHS.

Section V - The **Recording Secretaries** will collect completed volunteer record sheets from their assigned members at the end of each month and keep updated records of volunteer hours. All submitted documentation must be saved in Google and accessible to the Corresponding Secretary and the NHS Advisor NO LATER than the 5th day of each month. They are also responsible for notifying the student and the NHS advisor of all members who have not fulfilled half of their required hours by the end of semester 1. They are responsible for submitting all final hours by the end of the first week in May of the school year for current seniors and the first week in June for Juniors.

Section VI- The **Public Relations** Officer is responsible for the development and promotion of ALL NHS sponsored events, announcements and activities. This work must be done on a timely and professional manner. This includes, but is not limited to, creating posters, creating videos, appearing on the announcements, etc.. NHS Tutoring Videos must be created one every other week. The PR officer is welcome to form a small committee to assist. The chapter Public Relations officer is obligated to organize (but not limited) to the following NHS sponsored events: Co-Chairs all NHS Charity events executed by the President and Vice President.

**Article VI – Academics**

Section I. If a member falls below the grade level required GPA, they will be placed on academic probation and given one marking period to restore their GPA. Member will meet with the advisor to discuss and a formal record to the meeting will be made.

Section II. If a member fails to restore the required grade level GPA to the accepted minimum after one semester on probation, the member will be dismissed from NHS.

**Article VII – Service**

Section I. Each member must complete a minimum of **40 hours of service** to the school and community **between August 1 and Seniors/April 30 Juniors/ May 30 of the school year.**

- 30 (minimum) of these hours must be conducted by NHS Sponsored by providing direct assistance within the Walled Lake Central organization. (ex: teacher assistance/student
tutoring time/) These are approved prior by the Advisor. These are recorded as NHS Sponsored Hours.

- Additional approved hours should be service out in the community. These are recorded as Community Hours.

Section II. Documentation of hours (using the hour form) MUST be completed and turned in during the month they were performed (ex: Tutored 5 hours in January – Authorization documentation due by Feb 1) No exceptions

Section II. Service that is not directly NHS sponsored must be approved through the NHS advisor. Email of approval must be attached to the NHS hour form.

Section III. Each member must provide 2 hours/month of before or after-school service (for the months of Sept, Oct, Nov, Jan, Feb, Mar, April, & May) to their assigned WLC staff member either by tutoring their students needing help or by assisting that staff member with classroom/clerical tasks. Students who are found not reporting regularly to their assigned teacher will be dismissed from NHS.

Section IV. Members are strongly advised to make & save copies / picture of all hours submitted prior to turning them into your recording secretary’s file. Concerns regarding hours are addressed:
  1) Member attempts to resolve with their Recording Secretary
  2) If not resolved, member contacts the Corresponding Secretary
  3) If not resolved, the Corresponding Secretary contacts the NHS Advisor

Section V.
All NHS members must have 20 hours submitted and documented by the last day of the first semester. At semester, a minimum of 10 of the 20 hours must be NHS sponsored hours

**Seniors:** who haven’t completed 40 hours of service and proper documentation hasn’t been provided to the assigned recording secretary by May 1st, will not be able to wear an NHS graduation stole at Graduation and will not receive the NHS Awards granted for that year of service.

**Juniors** who have not completed the specific 40 hours of service by June 1 will not be recognized at graduation for their junior year of service. These members must meet with the NHS Advisor, then re-apply and attend a formal appeal for membership in NHS for their senior year.
Article VIII – Discipline
Section 1: STRIKE: A consequence of failure to meet the standards and or mandatory responsibilities required of NHS members. At each strike, the member will be contacted by the Advisor via email or in person. 3 Strikes result in Disciplinary Process for NHS Dismissal

Process: 1) Advisor Notifies Student in Writing (Withdraw or meet with Disciplinary Committee)
2) Member Replies in writing to the Advisor
3) Disciplinary Committee meeting with member
4) Disciplinary Committee makes status recommendation (Contract to return or NHS dismissal)
5) Member has the option to meet with administration to appeal.

Section II. All members are expected to abide by the WLC Student Code of Conduct.

Section III. A disciplinary infraction includes but is not limited to, any behavior or action that may bring the member’s character or the National Honor Society’s reputation into question.

Section IV. If a member commits a disciplinary infraction, they must schedule a meeting with the advisor. The Advisor will determine if the Infraction and disciplinary consequence. Serious violation are cause for automatic meeting with the NHS Disciplinary Committee.

Section IV. Any severe disciplinary infraction will result in the member’s required meeting with the NHS Disciplinary Board. This may result in dismissal from the NHS or other appropriate disciplinary action will be taken. This includes but is not limited to: Academic Dishonesty, use of drugs, alcohol, tobacco, E-cigarettes, etc.. As well as unlawful behaviors in and out of school.

Section V. Any member who is removed from the NHS or voluntarily quits will not be allowed to rejoin.

Section VI Attendance. Regular attendance in school is expected of all NHS members. Maximum of 8 absences and 4 tardies allowed per year unless otherwise excused by Advisor.

Section VII: The NHS Disciplinary Committee will meet with all students who are in poor standing on NHS and consideration for their continuing membership is in jeopardy.

Article IX - Graduation Rewards
All hours must be obtained between Aug thru Apr (Senior Yr) & Aug thru May (Junior Yr)
*Junior Year Service:  40 hrs required by June 1– Recognition as a 2 year member, no need to re-apply unless instructed by Advisor

  - Blue Service Cord
  - 75+ hrs = Service Medal

*Senior Year Service:  40 hrs required by May 1 allows the use of the Graduation NHS Stole

  - Gold Service Cord 2 year service / Blue 1 year
  - 75+hrs = Service Medal

*2 year Members:  150+ hrs in 2 years of NHS membership = Exceptional Service Medal

**Article X – Parent Involvement and Support**

In order for NHS events to run smoothly, chaperones and parent assistance are needed. Parent(s) of NHS students are required to volunteer for one NHS sponsored event per year. All guidance and direction will come from the NHS advisor.

NHS Members are expected to be proactive on their own behalf. Members are expected to contact the NHS President or the Advisor as the first step to addressing a concern, clarifying information, or resolving a problem. Parents are encouraged to allow their NHS member to address their questions or misunderstandings before involving themselves.

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