
Needham High School By-Laws of the National Honor Society Revisions Approved June 7, 2022

Article 1: NAME AND PURPOSE

Section 1: The name of this chapter shall be the Needham High School Chapter of the National Honor Society of Secondary Schools.

Section 2: 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 all students of the Needham High School.

Article 2: THE NATIONAL COUNCIL

Section 1: The control of this organization shall be vested in the National Council.

Section 2: This organization is in compliance with the Constitution of the National Council of the National Honor Society as set forth by the National Association of Secondary School Principals (NAASP).

Article 3: THE NEEDHAM HIGH SCHOOL PRINCIPAL

Section 1: The principal shall reserve the right to approve all activities and decisions of this chapter.

Section 2: The principal shall annually appoint a chapter advisor(s). Chapter advisor(s) may serve consecutive terms.

Section 3: The principal shall annually appoint a Faculty Committee of up to ten faculty members who may serve consecutive terms. To comply with the regulations of the NASSP constitution, five of these members will be designated as "voting" members and five will be advisory members. For the selection process, any/all may participate in evaluating candidate forms, but only five may vote for the final selection. If a voting member is unable to attend a meeting when a vote is taken, another member of the Faculty Committee (other than a guidance counselor) may assume a voting role on a temporary basis.

Section 4: The principal shall be a part of the appeal process for non-selection, discipline, or dismissal cases.

Article 4: THE CHAPTER ADVISOR(S)

Section 1: The chapter advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and the community.

Section 2: The chapter advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor(s) shall send an annual report to the national office.

Section 3: The chapter advisor(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4: The chapter advisor(s) shall guide the chapter officers in the understanding and carrying out of their duties.

Section 5: The chapter advisor(s) shall be an ex-officio, non-voting member of the Faculty Committee and shall chair the committee.

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Article 5: FACULTY COMMITTEE

Section 1: The Faculty Committee shall consist of 10 faculty members; ideally representing all academic departments: English, Social Studies, Science, Math, Special Education, Guidance, World Language, Wellness, Fine & Performing Arts, and Media. Five members of the committee will be “voting” members in matters involving member dismissal, member selection and by-laws changes. All representatives will be approved by the principal on a yearly basis and the principal will designate the voting members. No principal or assistant principal may be included on the Faculty Committee. Because of the confidential nature of their work, guidance counselors cannot serve as voting members.

Section 2: The chapter advisor(s) shall be an ex-officio, non-voting member of the Faculty Committee and shall chair the committee.

Section 3: The term of the Faculty Committee shall be one year. Members may be appointed to consecutive terms.

Section 4: The Faculty Committee shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

Section 5: The Faculty Committee will review these by-laws on a yearly basis and make recommendations for changes. All procedures, including selection of members, disciplining and dismissal of members, shall be in compliance with the national constitution. The principal will review recommendations and make the final decision.

Article 6: MEMBERSHIP

Section 1: Membership is an honor. The criteria for selection include scholarship, service, leadership and character. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: There are three types of membership: active, probationary, graduate and honorary.

- Active members enjoy all privileges of membership and are meeting/exceeding all standards of membership.
- Probationary members have temporarily fallen below standards for continuing membership and are working to correct the deficit and return to active membership. They must attend all meetings and participate in all activities of the Society, but may not hold office or leadership positions nor can they put their membership on college applications until the probation is lifted.
- Upon graduation, active members become graduate members and have no voice or vote in chapter affairs.

Section 3: The members may nominate exchange students, school officials, principals, teachers, National Honor Society advisor(s), or any adult for honorary membership by a vote of 2/3 of the members in recognition of outstanding service rendered to the school in keeping with the ideals of the National Honor Society. The Faculty Committee will consider the nomination and make a recommendation to the principal who will have the final decision.

Section 4: A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor(s) shall be accepted automatically as a member in the chapter. Transfer members must meet the chapter's standards within one semester in order to retain membership.

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Section 5: Any active member in good standing who transfers from Needham High School to another high school with a chapter of National Honor Society will receive a letter from the principal indicating the status of his/her membership.

Section 6: New members shall be inducted at a formal ceremony. Candidates become active members upon recitation of the National Honor Society pledge and receive tokens of membership including a personal membership card and a National Honor Society pin. For commencement ceremonies, members receive and wear an honor cord.

Section 7: Members who resign or are dismissed are never again eligible for membership or NHS benefits. Any member who resigns or is dismissed may not use the National Honor Society affiliation on resumes or applications and must return the National Honor Society pin and membership card.

Section 8: Senior members in good standing may compete in the National Honor Society Scholarship program.

Article 7: SELECTION OF MEMBERS

Section 1: Basic requirements to be a candidate for National Honor Society membership:

- Be a member of the junior or senior class.
- Have attended Needham High School the equivalent of one semester.
- Have an Grade Point Average (GPA) of 3.60. Letters inviting students to complete the candidate form for membership in the National Honor Society will be issued to students meeting the academic standard. Students have the responsibility of verifying their GPA in the event that they do not receive a letter.

Section 2: The candidate form will be revised as needed by the Faculty Committee and approved by the principal. It will be posted in online prior to the issuance of the letters of invitation to qualified candidates.

Section 3: The candidate selection may be a partially blind process.

Section 4: Selection of sophomore and junior members shall be held yearly. Sophomores and juniors will receive letters of invitation over the summer. The timelines and candidate form will be published on the National Honor Society's website.

Section 5: The Faculty Committee will not consider incomplete forms; candidates must complete all elements of the form. Candidates must turn in all materials by the due date. The Faculty Committee will evaluate forms based on criteria published on the National Honor Society's website. A majority vote of the Faculty Committee is needed to select members.

Section 6: Any student not selected will receive specific feedback on the weaknesses of their submitted forms. Sophomore and juniors not selected may be candidates again at the next eligible opportunity.

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Section 7: The principal has final approval of students selected for membership by the Faculty Committee. Neither the National Council nor the NASSP shall review the Faculty Committee's or principal's selection decisions.

Section 8: Appeals by students not selected to membership may be appealed on the basis of new information not available during the defined selection process.

Article 8: MEMBER RESPONSIBILITIES

Section 1: INDUCTION FEE The initiation fee of \$25 will be due prior to the Induction Ceremony or upon transfer into the Society. This covers the cost of pins, cards and graduation honor cords. This fee should not be an obstacle to membership; the advisor(s) will have the option to waive the fee. Should a member transfer to another school or be dismissed from membership, this fee is not refundable.

Section 2: GRADE POINT AVERAGE (GPA) Each member shall maintain a cumulative unweighted GPA of 3.6.

Section 3: MEETING ATTENDANCE Each member shall attend all general membership meetings and will be on time to meetings. Members must notify the advisor(s) before the meeting if they are unable to attend a meeting and submit a written explanation to the advisor(s). If a member is absent due to illness, the member must submit a written explanation to the advisor(s) stating that they were ill. When a member misses a meeting, members have the responsibility of learning what transpired at the meeting and taking appropriate action.

Section 4: ACTIVITIES Each member shall participate in all service projects of the Society. In the event of a conflict / inability to contribute, the member has the responsibility of speaking ahead of time with the advisor(s) and submitting a written explanation to the advisor(s). The advisor(s) will maintain records of members' participation in chapter activities, noting those who assume leadership roles. Members not participating in chapter activities may be considered for dismissal by the Faculty Committee upon recommendation of the advisor(s).

Section 5: TUTORING Each member will complete 10-12 hours each year of peer tutoring (peers are students who are enrolled at Needham High School or Pollard Middle School). Tutees may not be relatives. Members will not accept payment for tutoring the 10-12 hours, but upon completion of the 10-12 hours, members may agree to tutor for monetary compensation.

Junior members will complete 10 hours of tutoring by mid-June. Tutoring is considered complete when the hours are reported on the Google Doc and approved by the advisor(s). Senior members must complete all tutoring by mid-May. Members who are deficient for tutoring will be reviewed by the Faculty Committee. Underclassmen will go on probationary status and must complete an Action Plan; members not completing the tutoring requirement may be dismissed from membership.

Members have options for completing the tutoring hours (Members may NOT arrange tutoring outside of one of these paths):

- Tutors Needed Spreadsheet - All members will have access to a list of tutees that they can sign up to work with.

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- National Honor Society Tutoring Center. This is a formal program arranged by the advisor(s) allowing Needham High School students to “drop in” to work with a member of NHS. Members must sign the log sheet. Members receive credit for time spent even if students do not “drop in” for tutoring.

- NHS Writing Center. Members must sign the log sheets for the Writing Center and report the hours within 24 hours. Members receive credit for time spent even if students do not “drop in” for writing assistance.

- Guidance office: Members will be matched with students requesting tutoring. The tutoring may be completed outside of Needham High School as arranged with the tutee.

Section 6: New members are expected to begin fulfilling their obligations of membership immediately following their induction. New members will attend meetings, participate in activities and maintain a GPA of 3.60.

Section 7: ACCOUNTING OF ATTENDANCE, ACTIVITIES, TUTORING The advisor(s) will maintain an accounting record of members’ obligations. Members have the responsibility of regularly checking their record. If there is incorrect information, the member has 5 days to contact the Advisor(s) to correct the information. Changes will not be made after the 5 day period.

Article 9: DISCIPLINARY ACTIONS: PROBATION AND DISMISSAL

Section 1: Members were selected because they have demonstrated the qualities of scholarship, leadership, character and service. Members are expected to continue to demonstrate these qualities both inside and outside of school in order to retain membership.

Section 2: Members who fall below the standards for membership and/or fail to meet the responsibilities of membership shall be warned in writing by the faculty advisor(s).

- GPA: If a member’s GPA falls below 3.6, s/he will have one semester to bring the GPA up. During that time, the member will be on probation. Failure to maintain an GPA of 3.6 for two consecutive terms may result in dismissal. S/he will develop an Action Plan to be presented to the Faculty Committee. The Faculty Committee will review the Action Plan and may meet with the member after one term. The Faculty Committee may vote to dismiss the student from membership.

- MEETING ATTENDANCE, ACTIVITY PARTICIPATION: Members who have a second unexcused absence from a meeting or activity will automatically be on probation. Absences from meetings and activities are added together. In the event of a third unexcused absence the member may be dismissed. Members have the right to a hearing before the Faculty Committee. Members are expected to be on time for meetings and activities. Although members cannot be dismissed for tardiness alone, the record of tardiness could be used as a factor by the Faculty Committee when deciding questions of member status.

- TUTORING: Members will complete 10-12 tutoring hours yearly. Senior members have until mid-May and juniors have until mid-June. Juniors who are deficient will create an Action Plan and have probationary status; they must complete the tutoring by October 15. The Faculty Committee may dismiss them from membership if the tutoring is not completed. Senior members who are deficient may be dismissed from membership.

- CHARACTER VIOLATIONS: Violation of the school’s code of intellectual integrity will result in dismissal. The Faculty Committee may choose to dismiss any member for their actions that are contrary to the National Honor Society pillar of Character.

Section 3: The Faculty Committee shall determine when an individual has exceeded a reasonable number of warnings and will vote on termination of membership.

Section 4: Senior members will be notified following 3rd term grades if they will be dismissed from membership due to failure to complete one or more of the obligations of membership. Seniors in good standing will receive honor cords to wear at graduation.

Section 5: Procedure for dismissal:

- The member will receive a written notification from the advisor(s) of the reason for possible dismissal. In the case of a flagrant violation of school rules or the law, a member does not necessarily need to be warned in writing and may be dismissed from membership.
- The member and advisor(s) will meet to discuss the concern. When possible, the member will be given time to correct the deficiency.
- The member will create an Action Plan, complete with specific strategies and timeline for remediation.
- The member will be offered a hearing with the Faculty Committee prior to dismissal.
- The member has the opportunity to present a defense in person or in writing to the Faculty Committee.
- The Faculty Committee will vote on dismissal. A majority vote is required.
- The member may appeal the decision of the Faculty Committee to the principal by submitting a letter to the advisor(s) within one week of dismissal.

Section 6: Students who have been dismissed may not be reconsidered for membership.

Article 10: OFFICERS

Section 1: The officers of this chapter shall be a president, vice-president, communications, and treasurer.

Section 2: Elections will take place on a yearly basis. The election for president and treasurer will be held before the spring induction of new members and will be sworn in during the spring induction ceremony. Members on probations and graduating seniors shall not vote. Officers will serve a term of one year or until their successors are elected; they may not be re-elected to the same office.

Section 3: To be considered a candidate for office, members shall be a member in good standing. They will obtain nomination papers from the advisor(s) and collect signatures of 25% of the members eligible to vote or 10 members, whichever is greatest. Members must be in good standing to sign nomination papers. Seniors may not sign nomination papers. Members may only run for one office. Nomination papers will be turned in to the advisor(s) by 2:45 PM of the Friday before the election. Each candidate will give a speech not to exceed 1 minute.

Section 4: Elections will be made using formal ballots; all ballots will be secret. A majority of votes cast will be necessary to elect any officer. If a majority is not achieved on the first ballot, the two top vote-getters will be the only candidates on the second ballot.

Section 5: Officers may be removed by a 4/5ths vote of the Faculty Committee.

Section 6: It shall be the duty of the president to preside at the meetings of this chapter. They will call for an officers' meeting to plan the agenda with the advisor(s) and post all agendas before the member meetings. They will appoint all activity/project chair people and steering committees.

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Section 7: It shall be the duty of the vice-president to preside in the absence of the president. They will be in charge of publicity for the society and work with each of the subcommittees to represent the officers.

Section 8: It shall be the duty of the treasurer to keep all financial records of the society. They will work closely with the school's financial secretary for student clubs and activities. It is the responsibility of the treasurer to handle all deposits, requests for payment, and to follow the procedures for cash boxes. At each meeting, the treasurer will give a report to the members.

Section 9: It shall be the duty of the communications officer to record all meeting minutes, to write thank you notes as needed, and to act as the historian for the society. Each year's meeting minutes and memorabilia (photographs, communications, programs, flyers) will be organized in a notebook.

Article 12: MEETINGS

Section 1: Member meetings will take place each month. The officers and advisor(s) will develop the calendar for the entire school year and post it to the members and school community. Care should be taken to avoid conflicts with other organizations' meetings.

Section 2: Special meetings may be called by the president or the advisor(s) as needed.

Article 13: ACTIVITIES

Section 1: The officers and advisor(s) shall develop a schedule of activities and projects for the year. The timeline will be posted on the National Honor Society webpage. For each activity, the president will name a steering committee.

Section 2: The Chapter Service Project will be decided by the June membership meeting. Chair people and a planning committee will be selected by the president. The committee will make a presentation to the members at the September meeting, outlining the timeline and details of the project. Information will be posted on the National Honor Society webpage. Following the conclusion of the project, the committee will present a final report at the first meeting after the event.