**National Honor Society Bylaws**

# Revised April 2016

1. Chapter Name – ***Vir Doctissimus***
2. Membership
3. ELIGIBILITY

1. Active Membership

1. a. Candidates eligible for election to the Valley View National
2. Honor Society shall be members of the junior or senior class.
3. He/She must have been in attendance at Valley View High School for at least one semester.
4. He/She must be a full-time student. Full-time is defined as 3 or more credits (classes) per quarter. Credits/classes may include Valley View school approved PSEO and Advanced Placement classes.
5. Honorary Membership
6. Foreign exchange students may be awarded honorary membership. The faculty advisory council and student members must approve of honorary members.
7. Adults who have rendered outstanding service to the school in keeping with the purpose of the NHS may be awarded honorary membership.
8. The faculty advisory council and student members must approve of honorary members.

B. SELECTION PROCEDURE

1. SCHOLARSHIP

a. To be eligible for membership a candidate for NHS shall have a

 minimum high school cumulative grade point average of 3.50.

1. Failure in a pass/fail course shall be treated as an F in the cumulative grade point average; a passing grade will not affect the accumulative average.
2. No points are assigned to this category.
3. SERVICE (possible 4 points earned, 2 possible for Community Service, 2 possible for School Service Activities)
4. Community Service: To be eligible for membership a candidate for NHS shall have completed a **minimum of 30** hours of volunteer Community service. (There are no points assigned to the minimum 30 hours, it is a requirement like the minimum GPA). Hours must be documented on forms provided by the NHS advisor (also provided in the application packet). Service hours may be accumulated from the beginning of Freshman year to the time of NHS selection.
5. After the 30 required Community service hours, additional points will be given per the following:

 60 or more hours = 2 points

 40 - 59 hours = 1 point

39 hours or less = 0 points

1. School Service Activities: Students who are scholastically eligible for NHS and have completed the minimum hours of volunteer service must complete a school service packet. Points for service and deadline dates will be provided with the packet. Packets not received by the NHS advisor by the deadline date and time will render the student ineligible for NHS that school year. If eligible, students may reapply for NHS admission the following year.
2. LEADERSHIP
3. Leadership eligibility shall be determined by ratings of high school faculty members.
4. Faculty members shall rate only those students they currently have in class, have taught in a class or have had contact with during an extracurricular activity.
5. One through four points shall be given based on the following:
6. 1 point = students shows little or no leadership characteristics
7. 2 points = student can work well in a group but rarely leads
8. 3 points = student is often in leadership positions, works in groups well
9. 4 points = student shows leadership in a variety of ways, including the “quiet” and “leading by example” leadership styles.
10. Leadership points will be averaged.
11. CHARACTER
12. Character eligibility shall be determined by ratings of high school faculty members.
13. Faculty members shall rate only those students they currently have in class, have taught in a class or have had contact with during an extracurricular activity
14. One through four points shall be given based on the following:
15. 1 point = student has difficulty with school and class rules, shows a lack of respect for self, others and teacher.
16. 2 points = student generally follows school and class rules, at times shows a lack of respect to self and others.
17. 3 points = student is generally respectful to all, values others’ opinions.
18. 4 points = student conducts oneself with respect for all, values others’ opinions, values learning and knowledge.
19. If a faculty member believes a student demonstrates none of the attributes for leadership and/or character, the student may be given 0 points.
20. Character points will be averaged.

Students can earn a possible 12 points in the four areas:

Scholarship 0 points

Service 2 possible points for school service activities

2 possible points for community service

Leadership 4 possible points

Character 4 possible points

Students whose total points in the four categories fall at or above 9 will be considered for membership into the Valley View National Honor Society. The NHS Faculty Advisory Council must give final approval to all candidates with 9 or more points.

C. INDUCTION

1. Induction of new members will take place annually during first semester.
2. All new members shall be notified in writing prior to the induction date.
3. New members will be inducted in a tapping ceremony by current NHS members and officers, if available.
4. New members will receive membership cards and pins bearing the official NHS insignia and will sign the official NHS register.
5. All current and new members will repeat the NHS pledge.

D. MEMBERSHIP OBLIGATION

1. NHS members are expected to obey school rules and regulations and to exhibit high standards of character, leadership and integrity both in and out of school as per the signed contract.
2. Members are expected to perform Valley View NHS group service projects to the school/community as specified by the current officers and advisor.
3. Members must maintain a grade point average equal to or greater than that required for induction into the NHS.
4. Members are expected to attend scheduled meetings of the local chapter.
5. There may be two general meetings per month and other meetings when deemed needed by the officers and/or advisor.
6. Members are expected to attend scheduled meetings of the local chapter.

E. PROBATION PROCEDURE

1. NHS members will be liable for probation or dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. These will include, but not be exclusive to: suspension from school, reported cheating from a faculty member, suspension from extracurricular activities, meeting attendance, service project work, attendance and all rules and regulations contained in the Valley View High School student handbook. Activities outside of school may be considered such as alcohol or drug possession and/or use or any activity generally considered illegal or of low moral character. The faculty council shall carry out probation proceedings.
2. Members and parents will be notified in writing if there are violations.
3. Members on probation must participate in NHS meetings, fundraising and service activities. Members on probation may not attend NHS field trips or social activities.
4. Members on probation must document a specific number of service hours, which will be determined by the faculty council. The advisor will monitor and approve of service hours. The advisor and faculty council will determine the number of hours and placement for service work to be conducted. Before reinstatement, member(s) on probation must provide a verbal and written apology to the faculty council and current NHS members.
5. Meetings , Group Projects, and/or Event Absences

a. A letter will be given or sent to the student advising the student he/she will be on probation after 2 unexcused meetings or events. A ***tardy*** to a meeting would equal ½ missed meetings.

b. If a third meeting or event is unexcused, the student will officially be on probation. Probation for unexcused meetings will be 20 hours of community service, chosen by the advisor. All volunteer hours must be completed within six weeks with all documentation turned into the advisor by that date.

F. DISMISSAL PROCEDURE

1. The faculty council shall carry out dismissal proceedings.
2. A student who is dismissed or who resigns may never again become a National Honor Society member.
3. The chapter advisor will periodically review the standing of members for compliance with NHS standards.
4. Members and parents will be notified in writing of the dismissal.
5. The member will be allowed to appeal his/her case before the high school principal.
6. If a member is dismissed, he/she must surrender the NHS pin and membership card to the chapter advisor.

III. Officers

1. Officers of the NHS shall be President, Vice-President, Secretary, Treasurer and Reporter.
2. Duties of Officers
3. The president of the NHS shall preside at both regular and special meetings, represent the NHS on public occasions and assume other duties that are associated with this office.
4. The Vice-President shall perform the duties of the President in his/her absence and perform other duties delegated by the President.
5. The Secretary shall keep accurate minutes of NHS meetings, handle all official correspondence, maintain an attendance record for meetings and service projects and keep all records on file. He/She shall, with the approval from the principal and advisor, certify to the national council the names of all members for the current school year on the annual report submitted to national headquarters.
6. The Treasurer shall receive and disburse all funds for the chapter and keep an accurate record of receipts and disbursements in accordance with school regulations.
7. The reporter shall be responsible for publicizing NHS affairs by submitting articles to the school paper, local newspapers, school announcements, the public access channel create and/or update the NHS web site.
8. Officer Election Procedure
9. The election of officers for the following school year will take place during February or March. The Junior officers will then “shadow” the Senior officers for the remainder of the school year.
10. Junior members may be elected to the officer positions. Members interested in running for an office must prepare and present a short speech outlining qualifications for the office.
11. Junior members shall elect one person for each office through a private ballot process.

IV. Meetings

1. Regular meetings of this chapter may be held twice monthly during the school year.
2. Special meetings may be called as deemed necessary by the president and advisor.

V.Annual Service Projects

A. There will be at least ***three*** group projects each year.

B. Other group service projects will be determined by the officers,

 members and/or advisor.

VI.Amendments to the By-Laws

1. The Faculty Council shall periodically review the bylaws.
2. The Faculty Council may make changes to the bylaws as needed.