

# **PARK HILL SOUTH CHAPTER NATIONAL HONOR SOCIETY BYLAWS**

## **I. Meetings**

The Park Hill South Chapter of the National Honor Society (hereafter referred to as the Chapter) will meet monthly on a day established by the membership at the beginning of each school year. A quorum (one member more than half) of the chapter is required for voting on matters affecting the entire chapter.

## **II. Service**

A. The chapter will conduct a minimum of one service project per semester.

B. Participation in a minimum of one service project per semester is required of each member.

1. Fundraising to support another school program or organization does not meet the service requirement.

2. An activity to raise funds for a charitable organization does qualify.

3. The project/service must constitute volunteering of one's time, not merely one's money.

C. Twenty hours of service is required after induction, six of which must be with a sanctioned NHS project. A minimum of five hours of service per semester is required.

D. The advisor retains the right to judge the acceptability of a project for the service requirement.

## **III. Attendance**

Attendance at a majority of the monthly meetings held after a member's induction is required. Absences are to be explained in a written excuse presented to the advisor or an officer before the meeting. Absence from school excuses a member, but the advisor or an officer must be notified in writing of that absence at the earliest possible date.

## **IV. Officers of the National Honor Society Executive Board**

The officers shall be elected by a majority vote of the membership in April or May of each year. Members who are graduating are not eligible to vote. Once elected, in order to remain as an NHS officer, the student must attend the majority of the organization's activities.

### **A. President**

The President presides over all meetings, prepares an agenda for each

meeting, follows up on tasks delegated to others, arranges regular executive board meetings, communicates with the advisor about all chapter activities, and assists the advisor as called upon to do so.

#### **B. Vice President of Internal Affairs**

The Vice President presides in the absence of the President and assists with above duties as asked by the President or advisor. He/she assumes responsibility for notifying members of upcoming meetings and for providing opportunities to enrich the leadership, character, and scholarship of actives through inclusion of guest speakers, special training(s), etc. The Vice President of Internal Affairs will oversee the induction process for new members.

#### **C. Vice President of External Affairs**

The Vice President of External Affairs presides in the absence of the President and Vice President of Internal Affairs and assists with above duties as asked by the President or advisor. Enriching the chapter's spirit of service, he/she assumes responsibility for arranging and notifying all members of upcoming service projects, being present at all chapter-sponsored service or securing an officer's/sponsor's presence in his/her place, and may be called upon to assist the advisor in the verification of service hours. The Vice President of External Affairs will oversee the recruitment process for new members alongside the advisor.

#### **D. Secretary**

The Secretary will take minutes during chapter meetings, assume responsibility for chapter correspondence, and assist the President and advisor as asked. He/she will be responsible for collecting and maintaining accurate attendance records and will be called upon to assist the advisor in updating service hour records.

### **V. Probation**

A. A member will be placed on probation automatically for the following:

1. Grades falling below 3.5 cumulative at the end of the semester. Members on probation due to grades must continue to meet other chapter requirements.
2. Failure to participate in or turn in documented paperwork for at least one service project per semester of membership, including the semester in which the member is inducted.
3. Arrest for breach of civil law. (Probation is automatic, but dismissal proceedings cannot begin until the legal aspects have been resolved.)
4. Any behavior for which the students would have been excluded from membership originally.

B. A member who is placed on probation should work quickly to clear up any problems. In most cases, students on probation are expected to continue participating in chapter meetings and activities.

C. In the event of flagrant violation of school rules or civil law, the faculty council shall reserve the right to exclude a member from participation in chapter activities.

D. Failure to correct deficiencies will result in dismissal proceedings being instituted.

E. A member who does not rectify the situation for which he is on probation will not be allowed to wear the white NHS collar at graduation or receive the NHS sticker on his diploma.

## **VI. Conditions of continuing membership and grounds for dismissal.**

A. Students are required to maintain the 3.5 cumulative G.P.A. at which they were inducted. At the end of the semester, the G.P.A. will be checked by the advisor. If the G.P.A. has fallen below 3.5, the member will be warned in writing that it must be brought up. If the grade is not brought to 3.5 or above, the member may be dismissed from the chapter.

B. If a student is disciplined by school officials for any behavior for which he would have been excluded from eligibility originally, he may be dismissed from the Chapter. Students are excluded from eligibility and may be dismissed from the Chapter for receiving In School Suspension (ISS), Out of School Suspension (OSS), or Expulsion anytime during grades 9-12.

C. If a student fails to attend the required number of meetings (majority) or fails to participate in at least one service project per semester, he/she may be dismissed from the Chapter.

## **VII. The procedure for dismissal will be as follows:**

A. The advisor will inform the member in writing of the violation of condition for membership and the possibility of dismissal. ("In the case of flagrant violation of school rules or civil law, a member does not necessarily have to be warned." *National Honor Society Handbook* 1992)

B. A hearing will be held allowing the student to appear before the five-member faculty council which will review the case. The council will rule to dismiss, not to dismiss, or to put on leave the member on probation.

C. A member who has been dismissed may appeal the decision to the building principal (or his or her designee) and then further appeal to the district superintendent (or his or her designee).

D. Members who resign or are dismissed are never again eligible for membership or its benefits. They may not represent themselves as N.H.S. members for the purpose of scholarship or college application.

E. The National Council shall hear no appeals in dismissal cases.

*These bylaws are in accordance with the national constitution of the National Honor Society. The national constitution governs the chapter in all other matters not specifically addressed in the Park Hill South Chapter bylaws. They serve only to amplify the constitution for the Park Hill South chapter. Any/all changes are voted upon by the Park Hill South NHS Faculty Council and will be provided to the members in writing.*

## **National Honor Society Community Service Hours**

1. The activity must be sanctioned or supervised by a company or organization (e.g. Recycling, Nature Sanctuary, Wexford Place).
2. Community service must be performed outside of school hours (7:30 a.m. -2:38 p.m.).
3. Community service must be performed off of school property unless it is an NHS sanctioned activity.
4. All service projects must be verified by a responsible adult who participated in the activity. **YOUR PARENTS MAY NOT SIGN YOUR COMMUNITY SERVICE FORMS.**
5. A **minimum** of five hours of community service must be performed each school semester after induction, including the semester in which you are inducted into NHS. For juniors, this would be spring, fall, spring; for seniors, spring only. Five hours per semester is the minimum since over the next year, those admitted as juniors must perform 20 hours altogether.
6. The first spring/summer hours are due in August, the fall hours are due by the end of December, and the second spring hours are due by the end of April.
7. Hours from Child Growth and Development class, Occupational Child Care, and the Freshman Mentor Program are not applicable unless the hours are done before or after school.
8. A+, Peer Mediation, Natural Helper and similar **trainings** do not count as community service.
9. Only three (3) hours may be service projects from A+ and those hours must be done outside of school hours.
10. In order for the activity to count as community service, you or your organization may not receive money. (This would exclude many sports camps.) Exceptions would include charity events such as Muscular Dystrophy, March of Dimes, etc.

11. Altogether, twenty (20) hours of community service must be performed by those admitted to NHS as juniors. Five (5) must be done each semester; it is up to the member to make sure that the extra five hours are done.

12. At least six (6) of the twenty (20) hours must be done specifically with NHS sponsored activities.

13. It is up to the student to make sure that any service activity is documented and turned into the advisor by the designated time.

### **Reminder:**

## **OBLIGATIONS OF ANY NATIONAL HONOR SOCIETY MEMBER**

**(Each member and a parent/guardian signed an agreement to abide by these expectations while submitting to the application process.)**

Membership in National Honor Society carries with it certain obligations. It is not merely an honor to write on an application for entrance into a university or on a scholarship application. Please review the following requirements to be sure that you will be able to meet them. The breach of these requirements can result in termination of membership.

1. Members inducted in their junior year are required to maintain the 3.5 cumulative G.P.A. at which they are admitted.
2. After induction, members are required to participate in a minimum of one service project of five (5) hours per term, including the term in which they are inducted. A total of twenty (20) service hours will need to be completed by graduation for Juniors and a total of five (5) hours for Seniors. Six (6) of the total twenty (20) hours for juniors will need to through NHS sponsored activities.
3. Attendance at a majority of the monthly meetings held after a member's induction is required. Absences must be explained in writing to the advisor (email to [bindeli@parkhill.k12.mo.us](mailto:bindeli@parkhill.k12.mo.us) or hard copy submitted to B105).
4. Members' conduct is expected to stay at the same high level at which they were admitted. Breaking of school rules (resulting in ISS or OSS), breach of civil law, or any form of dishonesty can result in dismissal from the chapter after a formal hearing before the Faculty Council.

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**Additionally, all members will be expected to:**

1. Contact Mrs. Bindel at their earliest convenience if they have questions or concerns.
  - a. Classroom: B105
  - b. Remind Text Mrs. Bindel via the Remind Classroom App
  - c. Email: [bindeli@parkhill.k12.mo.us](mailto:bindeli@parkhill.k12.mo.us) (Please note “NHS” in all subject lines.)
  - d. Classroom Phone: (816)359-6780
  
2. Subscribe to “Remind” (text or email) alerts to receive any/all announcements. “Remind” is a two-way text messaging and alert system from which Mrs. Bindel will deploy announcements and you may contact her in return by replying to any group message or via the app. For ease of use and customization of alerts, it is recommend that you download the free “Remind” app via your carrier provider. (All messages are viewable by district personnel and messages will arrive as an SMS message and may/may not incur texting charges if your carrier does not include a texting plan.) With Remind, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs. Visit remind.com to learn more.
  - a. **STUDENTS:**
    - i. To receive messages via text, text **@phsnhs1617** to **81010** or sign up via **<http://remind.com/join/phsnhs1617>**. You can opt out of messages at anytime by replying, '**unsubscribe @phsnhs1617**'. Trouble using 81010? Try texting **@phsnhs1617** to **(573) 303-0027** instead.
    - ii. To receive messages via email, send an email to **phsnhs1617@mail.remind.com**. To unsubscribe, reply with '**unsubscribe**' in the subject line.
    - iii. If using the service for the first time, may be prompted to reply back with your FIRST and LAST names. Please complete this process that you are properly entered within the system.
  - b. **PARENTS:**
    - i. To receive messages via text, text **@nhsfam1617** to **81010** or sign up via **<http://remind.com/join/nhsfam1617>**. You can opt out of messages at anytime by replying, '**unsubscribe @nhs201516**'. Trouble using 81010? Try texting **@phsnhs1617** to **(573) 303-0027** instead.
    - ii. To receive messages via email, send an email to **nhsfam1617@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line
    - iii. If using the service for the first time, may be prompted to reply back with your FIRST and LAST names. Please complete this process that you are properly entered within the system.
  
3. Take part in at least one NHS service committee and seeing to fruition at least one approved service opportunity for the organization. Service proposals should be submitted in writing ahead of time to Mrs. Bindel for approval.
  
4. Be diligent about signing up for sponsored and non-sponsored service hours throughout your active tenure and ensuring FULL, honest completion of verification forms.

5. Proactively seek hours and opportunities that fit the stipulations of the bylaws, and seeking out Mrs. Bindel in advance of service to verify their eligibility.
6. Diligently contact Mrs. Bindel, the officers, and/or monthly service committees early on if gathering sponsored hours proves difficult due to personal work, internships, or extracurricular schedules.
7. Keep back-up copies and records of your personal service hours and remain personally aware at all times of your completion status. Additionally, kindly monitor the accuracy of your personal service hour totals and project eligibility through your individually assigned GoogleDrive folder and Google Classroom links provided by Mrs. Bindel.
8. Submit within one (1) week of any/all service or any service deadlines, whichever date comes first:
  - a. A completed NHS Virtual Hours Submission Survey via Google Classroom.
  - b. Unless otherwise arranged with Mrs Bindel, an appropriately completed, signed verification form as either a photo attachment to the NHS Virtual Hours Submission Survey on Google Classroom OR to the physical dropbox inside of the B105 classroom.

Note: Always verify that hours have been properly attached or submitted according to the above requirements and do not leave any forms in unauthorized places.
9. Be on time to monthly meetings, committee work, and service projects and submit any absence excuses in writing in advance of the event. Failure to show at a service event when signed up may result in an unexcused absence. Attendance to meetings may not count if more than five (5) minutes tardy. If counted absent to a meeting, whether excused or unexcused, students are expected to schedule time with Mrs. Bindel to make up the meeting in a timely fashion.
10. Be aware of all information presented at meetings, including but not limited to deadlines and forthcoming group activities/service, and thoroughly paying attention to monthly news items presented on the NHS group-at-large's Google Classroom page.
11. Observe and meet all deadlines and service requirement timelines for our organization, including but not limited to:
  - a. **2016 Inductees (Seniors)**
    - i. By **Friday, May 6th (by 3:15 PM) in Room B105**, ALL seniors must submit verification forms for at least FIVE (5) new service hours completed during their semester of induction **AFTER April 4, 2016**.
    - ii. These hours CANNOT be hours submitted with your application.
  - b. **2016 Inductees (2015-16 Juniors, 2016-17 Seniors)**
    - i. **By Wednesday, August 31st, 2016 at 3:15PM**, you must have submitted the minimum required hours from the Spring 2016/Summer 2016 window:
      1. By August 31st, all students must have submitted the minimum, required **five (5) post-induction hours** (meaning hours completed **AFTER April 4, 2016**).
      2. These hours CANNOT be hours submitted with your application.
      3. All hours submitted must fall within the **April 5, 2016 through August 31, 2016 window**.

4. You are expected to be working toward your twenty (20) total hours and six (6) sponsored hours due at Spring 2017 deadline.
- ii. **By Friday, January 6th, 2017 at 3:15PM**, have submitted the minimum required hours from the Fall 2016 window:
1. By January 6th, all students must have submitted a minimum, required **five (5) qualifying hours completed between September 1, 2016 and January 6, 2017**.
  2. You are expected to be working toward your twenty (20) total hours and six (6) sponsored hours due at Spring 2017 deadline. Do NOT leave these all for spring because extra sponsored service will not be created.
- iii. **By Friday, May 5th, 2017 at 3:15PM**, have submitted the remaining required hours for the Spring 2017 window and overall time of active membership:
1. The minimum of five (5) new hours completed between January 7, 2017 and May 5, 2017.
  2. The minimum of six (6) NHS-sponsored hours completed during your time of active membership (April 5, 2016 through May 5, 2017 deadline).
  3. In all, you should have a total of 20 post-induction hours completed during the April 5, 2016 through May 5, 2017 window.

## **NHS Bylaws and Behavior Contract**

***Due Friday, May 20, 2016 to Mrs. Bindel in B105.***

I, \_\_\_\_\_, have read and understand the NHS  
(NEATLY print full name)

Bylaws and the consequences that will be enforced if the Bylaws are not upheld. This includes upholding the expectations on meeting attendance and absence alerts, GPA, and behavior, as well as submitting appropriate, sufficient service hours by deadlines.

I understand that all future NHS announcements will be made through "Remind" alerts and have signed up for these requests either by phone or email.

I understand that I am responsible for keeping track of my service hour totals and eligibility as well as monitoring this information through my assigned GoogleDrive folder and Google Classroom. I know that I am to always submit either hard-copy verification forms of my service to the dropbox inside Room B105 OR digitally through Google Classroom unless other arrangements are made with Mrs. Bindel in advance.

I understand that I am responsible for arranging my own transportation to all community service projects and behaving in accordance with the PHS Student Code of Conduct.

\_\_\_\_\_  
Member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

S-Number ID: \_\_\_\_\_

Student Phone (in case of emergencies or if an officer/advisor needs to reach me immediately with regard to a service trip cancellation/change): \_\_\_\_\_

Preferred Student Email: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_