



# PARK HILL SOUTH NATIONAL HONOR SOCIETY CHAPTER BYLAWS

REVISED APRIL 2018

## ARTICLE 1: INTRODUCTORY STATEMENT

Membership in National Honor Society (NHS) carries certain obligations and high expectations. It is not merely an honor to write on a university entrance or scholarship application. NHS members are expected to maintain individual responsibilities related to character, scholarship, leadership, and service while serving as pillars in the Park Hill South community. The NHS motto is “noblesse oblige” translated as “those in positions of status have a responsibility to behave honorably and fulfill social responsibilities”.

## ARTICLE 2: REQUIREMENTS

- A. To be eligible for NHS a student must:
  - 1. Be a sixth semester junior or an eighth semester senior.
  - 2. Achieve a minimum 3.5 cumulative grade point average.
  - 3. Participate in at least two or more school-sponsored clubs, teams, or organizations during grades 10-12.
  - 4. Take part in qualifying community service during grades 10-12 (beginning June 1 following FR year) that total at least twenty hours.
  - 5. Receive a satisfactory faculty/staff character evaluation.
  - 6. Hold a formal leadership position in a school or community organization.

## ARTICLE 3: MEETINGS

- A. The Park Hill South Chapter of the National Honor Society (hereafter referred to as the Chapter) will meet monthly. The date of the monthly meeting will be established by the membership in August/September of each school year.
- B. A quorum (one member more than half) of the Chapter is required for voting on all chapter matters.
- C. Attendance at a minimum of six monthly meetings is required.
  - 1. Absences must be explained in writing to the advisor or an officer before the meeting.
  - 2. Arriving tardy 5+ minutes may be considered as an absence and must schedule a personal make up session at the advisor’s discretion.
  - 3. Absence from school excuses a meeting absence, but the advisor or officer must be notified in writing (email acceptable) as soon as possible.

## **ARTICLE 4: OFFICERS**

- A. The officers shall be elected by a majority vote of the membership no later than May 1 of each school year.
  - 1. Only junior members will be eligible to vote for officers. Graduating seniors are not eligible to vote.
  - 2. Once elected, NHS officers must attend a majority of the Chapter's activities.
- B. President
  - 1. Duties: Presides over all meetings, prepares meeting agendas, delegates and follows up on tasks, arranges executive board meetings, and communicates and assists advisor.
- C. Vice-President of Internal Affairs
  - 1. Duties: Presides in the absence of the President, assists with duties as asked by the President or advisor, notifies members of upcoming meetings, provides opportunities for inclusion of guest speakers, special training(s), etc., and oversees induction of new members.
- D. Vice-President of External Affairs
  - 1. Duties: presides in the absence of the President and Vice President of Internal Affairs, assists as asked by the President or advisor, arranges and notifies of upcoming service projects, attends all chapter-sponsored service or secures an officer's/sponsor's presence, assists the advisor in the verification of service hours, and oversees the recruitment process for new members alongside the advisor.
- E. Secretary
  - 1. Duties: takes minutes during meetings, organizes all Chapter correspondence, assists the President and advisor, collects and maintains accurate attendance records and assists the advisor in updating service hour records.
- F. The NHS Executive committee shall consist of all officers and the Chapter advisor.

## **ARTICLE 5: SERVICE**

- A. The Chapter will conduct a minimum of one (1) NHS-sponsored service project per semester.
- B. Each active member shall partake in the planning and execution of one (1) service project for the Chapter.
- C. To maintain membership, a Junior must:
  - 1. Complete 20 additional hours of service as an active member (post initiation through first Monday in May of senior year), including:
    - a. At least 5 hours by August 31 of senior year
    - b. At least 5 more hours between September 1 and January 3 of senior year
    - c. At least 5 more hours between January 4 and first Monday in May of senior year
    - d. At least 6 of the hours (a-c above) must be NHS-sponsored service events
      - i. Deadline for all hours is 11:59pm on the date listed.
      - ii. These hours are in addition to those submitted as part of the application for membership.

- D. To maintain membership, a newly initiated Senior must:
  - 1. Complete at least 5 additional hours of service by 11:59pm the first Monday in May.
    - a. These hours are in addition to those submitted as part of the application for membership.
  
- E. Activity must be sanctioned or supervised by a company or organization.
  - 1. A list of acceptable service opportunities is available upon request from the advisor or NHS webpage.
  - 2. Prior approval by the advisor ensures acceptability of service project activities. The advisor retains the right to deny the acceptability of a project if prior approval was not obtained.
  
- F. Acceptable hours must be volunteer activities.
  - 1. The member or organization may not receive money. Fundraising to support another school program or organization does not meet the service requirement.
    - a. Park Hill South sport/activity camps/clinics are acceptable.
    - b. Tutoring under formal staff supervision of the Park Hill South Homework Help program after school is acceptable.
    - c. Nationally or locally recognized charity events such as Muscular Dystrophy, March of Dimes, 5K run/walks, etc. are satisfactory provided all hours by the member are volunteer.
    - d. The project/service must constitute volunteering of one's time, not merely one's money.
  - 2. Community service must be performed outside of school hours (7:30am-2:38pm) and off school sites unless endorsed as an official NHS activity.
  - 3. Once member signs up for a service event, attendance is mandatory. Absences must be submitted in advance of the event. Unexcused absences will be dealt with at the advisor's discretion.
  - 4. All service hours must be verified by an adult supervisor who participated in the activity. Community service forms may NOT be signed/verified by a member's parent/guardian.
  - 5. It is the member's responsibility to submit documentation by the deadlines.
    - a. No documentation = no hours.
  
- G. Hours from Child Growth & Development, Education Services 2020, and FANS Mentor Program are NOT applicable NHS community service hours.
  
- H. A maximum of three A+ hours may be transferrable if those hours meet criteria outlined in Article 5, B.1. a-d and E.2. listed above.
  
- I. Trainings (A+, Peer Mediation, Natural Helpers, Pet Project, etc.) are NOT applicable NHS community service hours.

## **ARTICLE 6: CHARACTER**

### **A. Probation**

- 1. A member will be placed on probation automatically for the following:
  - a. GPA drops below 3.5 cumulative at the end of a semester. Members on probation due to grades must continue to meet other chapter requirements.
  - b. Failure to participate in or turn in documentation for at least one service project per semester as described earlier under Article 5, B.1. a-d.

- c. Arrest for breach of civil law. (Probation is automatic, but dismissal proceedings cannot begin until the legal aspects have been resolved.)
  - d. Any behavior for which the students would have been excluded from membership originally.
  - e. "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).
2. A member who is placed on probation should work immediately to clear up any problems. Students on probation are expected to continue participating in Chapter meetings and activities unless notified otherwise.
  3. In the event of flagrant violation of school rules or civil law, the Faculty Council reserves the right to exclude a member from participation in Chapter activities.
  4. Failure to correct deficiencies will result in institution of dismissal procedures.
  5. A member who does not rectify the situation for which he is on probation will not be allowed to wear the NHS collar at graduation or receive the NHS sticker on his/her diploma.

#### B. Dismissal Conditions/Criteria

1. A member will be dismissed from the Chapter for the following:
  - a. If the GPA has not returned to the 3.5 minimum at the end of the probation semester.
  - b. If a member is disciplined by school officials for any behavior resulting in In-School Suspension (ISS), Out-of-School Suspension (OSS), or Expulsion anytime during grades 9-12.
  - c. If a member is arrested for breach of civil law.
  - d. If a member fails to attend at least 6 monthly meetings.
  - e. If a member fails to participate in at least one service project per semester.

#### C. Dismissal Procedure

1. Advisor sends written notification of possible dismissal from Chapter.
2. The member may submit his/her case in writing to the five-member Faculty Council. Faculty Council will review the membership violation and conditions of the case.
  - a. Faculty Council will rule to dismiss, not to dismiss, to put the member on leave.
3. If dismissed, the member may appeal the decision to the building principal (or designee).
4. If dismissal is upheld by principal (or designee), the member may appeal the decision to the Superintendent of Schools (or designee).
5. **The National Council shall hear no appeals in dismissal cases.**
6. Members that resign or are dismissed are permanently ineligible for membership or benefits. Ex-members may not represent themselves as members on scholarship and/or college applications.

### ARTICLE 7: LEADERSHIP

- A. As a condition of initiation, NHS candidates are expected to hold a formal leadership position in an organization.
- B. Members are expected to continue in leadership positions after initiation.
  1. Acceptable roles from school organizations, activities, and teams.
  2. Acceptable roles from non-school organizations or activities such as church, Scouts, etc.

- C. Leadership must be verifiable by an adult supervisor, sponsor, or coach.

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

## APPENDIX A: ADDITIONAL EXPECTATIONS

### Members should:

- A. Contact the advisor (**Mrs. Bindel**) with any questions or concerns.
1. Classroom: **B105** Phone: **(816) 359-6780**
  2. Email: **bindeli@parkhill.k12.mo.us** (Note “NHS” in all subject lines.)
  3. Remind Text via the Remind Classroom App (directions below).
- B. Subscribe to Remind (text or email) alerts to receive announcements.
1. Students:
    - a) To receive messages via text: text **@phsnhs1819 to 81010** or sign up via **<http://remind.com/join/phsnhs1819>**. You can opt out of messages at any time by replying, **'unsubscribe @phsnhs1819'**.
    - b) To receive messages via email: send an email to **phsnhs1819@mail.remind.com**. To unsubscribe, reply with **'unsubscribe'** in the subject line.
    - c) If using the service for the first time, may be prompted to reply with your FIRST and LAST names. Complete this process to ensure that you are properly entered within the system.
  2. Parents:
    - a) To receive messages via text, text **@nhsfam1819 to 81010** or sign up via **<http://remind.com/join/nhsfam1819>**. You can opt out of messages at any time by replying, **'unsubscribe @nhsfam1819'**.
    - b) To receive messages via email, send an email to **nhsfam1819@mail.remind.com**. To unsubscribe, reply with **'unsubscribe'** in the subject line
    - c) If using the service for the first time, may be prompted to reply with your FIRST and LAST names. Complete this process to ensure that you are properly entered within the system.
- C. Submit verification of service hours via:
1. A completed NHS Virtual Hours Submission Survey via Google Classroom.
  2. A photo attachment of a completed verification form to the NHS Virtual Hours Submission Survey via Google Classroom.
  3. Note: Always verify that hours have been properly attached or submitted; do not leave any forms in unauthorized places.
- D. Maintain back-up copies and records of your service hour totals.
1. Monitor the accuracy of your service totals and project eligibility through your Google Drive folder and Google Classroom links provided by the advisor.
- E. Observe and meet all deadlines.

- F. Seek hours and opportunities that fit the stipulations of the bylaws, and obtain advisor verification in advance.
- G. Communicate with the advisor or an officer if difficulties to obtaining sponsored hours arise due to personal schedule limitations.
- H. Complete fundraising efforts as set forth by the officers and sponsor.
- I. Note all information presented at meetings, including deadlines and service activities. Member should pursue monthly news items accessible on the NHS Google Classroom page.

## NHS Bylaws and Behavior Contract

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

Bylaws and the consequences that will be enforced if the Bylaws are violated. 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 to receive these via text and/or email.

I understand that I am responsible for keeping track of my service totals and eligibility as well as monitoring this information through my assigned Google Drive folder and Google Classroom page. I recognize that I must always submit completed and signed verification forms regarding my service through Google Classroom within one week of event, unless other arrangements are made with the advisor 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 emergency/ weather issue/service cancellation/change)

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

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

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

Parent/Guardian Phone: (\_\_\_\_) \_\_\_\_\_

*Due Friday, April 27, 2018 to Mrs. Bindel  
7AM New Officers' Elections Meeting (A107/117)*