

Constitution and Bylaws of The Harker School Chapter of the National Honor Society

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Article I: Name and Purpose

Section 1: The name of this organization shall be The Harker School Chapter of the National Honor Society.

Section 2: The purpose of the chapter shall be to create, promote, and maintain an NHS organization for Harker students. Specifically the chapter will focus on creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, and developing character in the students of the Harker School.

Article II: Relationship with the National Council

Section I: The Harker NHS Chapter will uphold and actively promote all values of the National NHS organization. Furthermore all policies of the national council will be observed and enforced per the Constitution of the National Honor Society.

Section II: Changes to the policies of the National Council will be reviewed on a yearly basis by the NHS Chapter to ensure continued philosophical and material coherence with the larger organization.

Article III: Relationship with the School Administration

Section I: Per the National Honor Council Constitution the Head of the Upper School reserves the right to approve all activities and decisions of the Harker Chapter.

Section II: The Head of the Upper School reserves the right and responsibility to appoint a member of the faculty as Chapter Advisor, who may serve consecutive terms.

Section III: The Head of the Upper School reserves the right and responsibility to appoint a Faculty Council composed of five faculty members who may serve consecutive terms.

Section IV: The Head of the Upper School shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

Article IV: The Chapter Adviser

Section I: The Harker chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison to faculty, administration, students, and community.

Section II: The Harker chapter adviser shall maintain all relevant files on membership, chapter history, activities, and financial transactions.

Section III: The Harker chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section IV: The chapter advisor shall work closely with the officers to help them understand and carry out their duties.

Section V: The Harker chapter advisor shall be a sixth, non-voting member of the Faculty Council.

Section VI: The Harker chapter advisor shall be a member of the faculty, appointed by the Harker Head of Upper School and may serve consecutive terms.

Article V: The Faculty Council

Section I: The faculty council shall consist of five voting faculty members appointed by the Head of the Upper School. No administrator may be included in the faculty council.

Members shall serve at least one year and may serve consecutive terms.

Section II: The faculty council will meet at least once each year to review procedures of the chapter, select members, and to consider non-selection, dismissal, and other disciplinary action.

Section III: The faculty council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which will remain in compliance with the Constitution of the NHS.

Article VI: The Chapter Officers

Section I: The Harker chapter shall elect four officers in the spring of every academic year who will serve for the following year. Current members of the Harker chapter in good standing have the right to vote in the elections.

Section II: New officers shall be installed at a special ceremony.

Section III: There shall be four officer positions with the titles and responsibilities outlined below. Failure of an officer to meet their responsibilities may result in dismissal or disciplinary action by the Faculty council.

Responsibilities of all officers:

- Attend all NHS member meetings, officer meetings, and official ceremonies.
- Take an active leadership role in planning, running, and organizing NHS events.
- Model the four pillars of NHS in all actions at all times.

Chapter President

- Organize and lead officer and NHS group meetings
- Contact administration for approval of projects
- Facilitate communications between officers, advisors, and members

Chapter Vice President

- Assign point denominations to volunteering activities
- Follow up with members who are behind schedule with points

Community Service Officer

- Serve as liaison between NHS and our service partners (KIPP, Tutoring Club, etc)
- Organize KIPP sessions and sign-ups
- Find new volunteer programs/opportunities for NHS members

Chapter Secretary

- Take meeting minutes during the officer meetings and NHS member meetings
- Email minutes to all NHS members after each meeting
- Provide roll sheet for each NHS meeting and update members' points accordingly

Section IV: Officers are expected to serve as models of leadership, taking ownership and personal responsibility for the continued success and improvement of the Harker NHS chapter.

- Officers must be familiar and fluent with the NHS bylaws, reviewing the document at the beginning of each school year
- Officers must be open to feedback from NHS members and bring up member-voiced discussion during officer meetings
- Officers must maintain a method for community input (form on Athena, suggestions box, blogs, etc.)
- Upon disciplinary transgressions resulting in a Saturday Five, officers will appear in front of the faculty council.
- Upon disciplinary transgressions resulting in a suspension, officers will be terminated from their positions.

Article VII: The Executive Committee

Section I: The executive committee shall consist of the chapter advisor and the currently serving officers.

Section II: The executive committee shall be responsible for general management and supervision of the affairs of the chapter as well as ensuring adherence to the standards and bylaws of the NHS organization. All decisions of the executive committee are subject to the review of chapter membership.

Article VIII: Selection of Members

Section I: Selection of members shall take annually during the month of September with a formal induction of new members taking place in early October.

Section II: The faculty committee will review all applicants and approve selection of all members. Appeal of selection decisions may be made to the Harker Head of School.

Section III: Requirements for selection shall be consistent with the mandated standards as well as the philosophical ideals of the national organization. These specifically include being a 10th, 11th, or 12th grade student, a minimum cumulative grade point average of 3.0 GPA, demonstration of dedication to service, leadership, and character, and a history of honor and integrity consistent with the Harker Honor Code.

Section IV: Violations of the Harker Honor Code as well as historical failure to adhere to the very highest community values and standards will likely be considered grounds for refusal of selection.

Section V: The process for application to the Harker chapter is as follows:

Section Va: all applicants will complete and submit an application as provided by the executive committee. Applications must be submitted before the advertised deadline or they will not be considered. Appeals for extension of the deadline due to hardship may be made to the executive committee.

Section Vb: all applicants will solicit statements from at least three faculty members affirming their commitment to service, leadership, academics, and character. At least two of these statements must come from current Harker faculty members. Requests for recommendations must be made in a timely manner in order to provide faculty members sufficient time to compose and deliver their recommendations. Although applicants will not necessarily be held responsible for failure of a faculty member to submit a recommendation the faculty committee will reserve the right to refuse selection in cases of negligence on the applicant's part.

Section Vc: The faculty committee will meet to review all applications and approve selection. The decisions of the faculty committee will be reviewed with the Harker Head of

School. Appeals to the decisions of the faculty committee may be made to the Harker Head of the Upper School.

Section Vd: If an applicant is not selected in a given year they may reapply for membership the following year.

Section Ve: A description of the selection procedure shall be made widely available to all students and parents of the school.

Section Vf: Per the NHS Constitution the national organization shall not review the judgment of the faculty council regarding selection of individual members of the Harker chapter.

Article IX: Membership Requirements and Point System

Section I: Membership in the Harker NHS chapter is an honor bestowed upon students in recognition of their commitment to service, leadership, scholarship, and excellent character.

Once selected, members have the responsibility to continue to demonstrate those qualities.

Section II: In keeping with the Harker Chapter's value of service all members will take part in both NHS-sponsored and individually chosen service projects each year. Points will be monitored through a "point system" as follows, in order to effectively monitor and gauge member involvement. Members are encouraged to pursue service beyond the point system.

- 100 points minimum are required to maintain membership in the society
- Members will earn 5 points per hour for appropriate non-NHS volunteering work (Officers have the jurisdiction to determine on a case-by-case basis if a service endeavor is inappropriate)
- Members will earn 5 points per hour for attending meetings
- Members will earn 10 points per hour for NHS-sponsored volunteering work.
- Members are required to participate in at least one NHS-sponsored volunteering event each year.

Section III: Service projects and opportunities will be promoted in a positive manner.

Section IV: Members who resign or are dismissed are never again eligible for membership in NHS.

Article X: Meetings and Activities

Section I: Members are expected to attend monthly NHS meetings in order to stay informed about the society's activities. If 2 or more monthly meetings are missed consecutively without prior approval, members will receive a warning. If 3 or more monthly meetings are missed consecutively without prior approval, members will be put on probation.

Section II: As the school environment changes over years, the definition of "NHS-sponsored events" may vary. Sponsored events typically include:

- Harker-sponsored promotional events (i.e. Open House, Family Picnic)
- Service through Harker Tutoring Club or Tri-M Music Honor Society
- Volunteering at KIPP sessions
- Writing for the NHS blog
- Other events/tutoring opportunities as announced at meetings

Article XI: Discipline and Dismissal Policies

Section I: All Harker NHS chapter members must uphold the highest standards of behavior, leadership, integrity, and character at all times and in all situations. NHS members are considered public role models and as such must make sure that their actions represent the highest ideals for both NHS members and Harker students in general. Failure to uphold these standards will result in disciplinary action and/or dismissal from NHS.

Section II: All significant disciplinary issues will be referred to the faculty council for review. Warnings may be issued in cases of minor infractions such as failure to complete service hours but are not required in cases of flagrant violation of school rules or the law. In cases of pending dismissal members have the right to a hearing before the faculty council. A member who has been dismissed may appeal the decision to the Harker Head of the Upper School.

Section III: Aside from permanent dismissal, disciplinary actions may include placement on probation, suspension, and/or required actions of restorative justice as deemed appropriate by the faculty council and Head of School.

Section IV: Reasons for disciplinary action:

Section IVa: Any action or decision deemed inconsistent with the NHS values of character, leadership, integrity, and service are grounds for disciplinary action and/or dismissal.

Section IVb: Ongoing failure to complete service hours and/or participate actively in chapter activities are grounds for disciplinary action and dismissal. Failure to complete service hours in a given year will result in a warning and request for explanation of the deficiency. Continued lack of participation may result in permanent dismissal.

Section IVc: Violation of school rules and/or breach of the school honor code are grounds for disciplinary action and dismissal. Major and/or repeated violations are very likely to result in permanent dismissal from the chapter.

Section V: The National NHS organization shall hear no appeals of dismissal cases by local chapters per the NHS Constitution.