

The Chapter Constitution (including bylaws)  
NATIONAL HONOR SOCIETY  
of the  
National Association of Secondary School Principals

CONSTITUTION OF THE SOUTHEAST POLK CHAPTER OF THE  
SOUTHEAST POLK HIGH SCHOOL  
PLEASANT HILL, IA 50317  
Revised March 2023

[National Constitution of the National Honor Society](#)

BYLAWS FOR NHS CONSTITUTION  
PENNY BURNETT CHAPTER  
#14133

**ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the PENNY BURNETT Chapter of the National Honor Society of Southeast Polk High School.

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 students of Southeast Polk High School.

**ARTICLE VIII: MEMBERSHIP**

Section 2. Membership in the Southeast Polk Chapter shall be known as active, honorary, graduate, and not in good standing. Active membership means students attend NHS meetings, have their names printed on lists for school and community uses and personal reference sheets, etc. as active NHS members, attend NHS functions, receive recognition at Honors Evening as NHS members, hold office in the organization, have NHS membership designation on graduation programs, diplomas, etc. Graduate members are now non-voting members who are treated with respect due them. Not in good standing is a member on probation for falling below the minimum standard for scholarship or for disciplinary reasons.

A. NHS meetings will be held at least once a month during the school year.

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program. Seniors who are interested in this scholarship must contact the Chapter Adviser. Only chapters with current affiliation are eligible to participate in the scholarship program. Only NHS chapter advisers have access to the nomination instructions and materials. Students are required to fill out the nomination form on line. The scholarship material can be

downloaded by logging into the “Adviser Zone” at [www.nhs.us](http://www.nhs.us). Scholarship packets are no longer mailed to schools.

Section 6. An NHS member who transfers from another school and brings a letter from the principal or chapter adviser to the Southeast Polk High School NHS adviser shall be accepted automatically as a member only if the transfer member meets the Southeast Polk chapter's standards of a 3.5 cumulative grade point average based upon semester grades from 9<sup>th</sup> grade to the respective grade level of the transfer student.

## **ARTICLE IX: SELECTION OF MEMBERS**

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence.

- A. In the Southeast Polk chapter, academically eligible candidates must have at least a 3.5 cumulative grade point average based upon semester grades from 9<sup>th</sup> grade through the fall semester of the respective grade level of the candidate. Candidates shall then be evaluated on the basis of service, leadership, and character.
- B. Students wishing to be considered for NHS membership must be full time, regular attending students. This eliminates seniors who graduate early from membership consideration. However, special consideration will be given to any handicapped or terminally ill, etc. students with regard to the full time and regular attendance requirements.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

- A. Those students deemed eligible for membership each spring shall be notified by the Southeast Polk faculty adviser of their eligibility. Candidates complete an application to be returned to the faculty adviser by the date on the application.
- B. Following the return of the application, the Faculty Council shall solicit evaluations for those candidates from the remainder of the faculty at Southeast Polk high school.
- C. After reviewing the faculty evaluations and applications, the Faculty Council will discuss and vote on each remaining candidate with majority vote required for selection to the NHS. The candidates who have been selected shall receive written notification of their selection by the chapter adviser.
- D. The principal and members of the Faculty Council shall be prohibited from sharing with candidates or their parents/guardians any information regarding the vote of the Faculty Council, except to cite any area or areas where the candidate was deficient.

## **ARTICLE X: DISCIPLINE AND DISMISSAL**

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

- A. Any member not attending the majority of all meetings each semester shall be warned in writing that his/her membership can be revoked.
  - a. Members may be excused from meetings and projects by communicating with the adviser in advance or afterwards in case of illness or emergency.
- B. Any member sanctioned by the school administration for violation of school policy, including but not limited to truancy, school detentions, Good Conduct Rule violations, DWI, stealing, destruction of property, cheating, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community or any student convicted by a court of law of charges brought against him/her, shall be subject to disciplinary action including, but not limited to, any of the following: written warning, suspension of chapter privileges, counseling, or removal from membership in the Society if deemed necessary by the Faculty Council. It shall be understood that all members have been warned of this possible action by this bylaw. A simple majority vote by the Council can remove a student from membership.
- C. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
- D. The procedure for student disciplinary action from the NHS goes as follows:
  - a. In the case of minor violations, notification should be made in writing by the chapter adviser to the member stating the nature of the violation, the time period given for improvement, and provide warning of the possible consequence of non-improvement.
  - b. In cases of non-improvement or major violations, the Faculty Council shall serve written notice to the student of a pre-dismissal hearing, including the alleged infractions, the disciplinary action being contemplated, the possibility of dismissal and the option for the member to decline the pre-dismissal hearing and submit a letter of resignation instead.
  - c. During the pre-dismissal hearing, the member shall be allowed to present his/her case, either orally or in writing. A parent/guardian may be present with the member; however, the primary focus of the hearing is to allow the member to present his/her case.

- d. Should the Council choose to dismiss the member, written notice of the decision shall be sent to the member, his/her parents/guardians, and the principal. The member must then surrender their NHS certificate to the chapter adviser. If the member is unwilling to do this, it will be treated as a school disciplinary matter.
  - e. The dismissed member may appeal the decision of the Faculty Council under the policies governing disciplinary appeals in the school district.
  - f. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.
- E. Members whose cumulative grade point average falls below 3.00 at the end of any semester, including their final semester of their senior year, will be notified of the change in their membership status as they move from active membership to not in good standing membership. Upon restoration of a 3.000 or better grade point average at the end of following semesters, the member will be notified of the return to active membership and its privileges. Senior members whose cumulative grade point average falls below 3.00 at the end of their fall semester need to realize that with printing deadlines, etc, their names will probably not appear on programs as NHS members any time during the spring semester. If a Senior restores their grade point average to 3.00 or better at the end of their spring semester, the member will be notified of the return to active membership and its privileges. Senior members whose cumulative grade point average falls below 3.00 at the end of their spring semester need to realize that they will remain a member not in good standing.
- F. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords [*or other insignia adopted at the local level*] at graduation. To be considered in good standing, members must:
- a. Attend 75% of all meetings since being inducted or at least notify the advisor if there is an emergency, illness, or conflict with a meeting.
  - b. Continue to volunteer in the community
    - i. Sophomore inductees - complete 12 hours prior to graduation
    - ii. Junior inductees - complete 6 hours prior to graduation
    - iii. Senior inductees - complete 3 hours prior to graduation
  - c. Volunteer at 1 or more of the blood drives hosted each semester
    - i. Students may volunteer at the event or be a donor at the event.

## **ARTICLE XI: CHAPTER OFFICERS**

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

- A. The chapter adviser shall determine what offices are needed, if any, beyond President, Vice President, Secretary and Volunteer Coordinator, on a yearly basis.

- B. In the fall semester, the chapter adviser will ask current senior members to send an email indicating which leadership positions he/she is interested in and one paragraph stating why they are interested in a leadership position and what activities they have been involved in during high school.
- C. The chapter adviser will create a form that is sent to all members to vote. The form will include the students interested in each leadership position and their paragraph stating why they are interested.
  - a. The position of President will be voted on first followed by Vice President, Secretary, and Publicist. In each case, the candidate with the highest number of votes will be elected. In the event of a tie, a form will be resent with just the members of the tie listed for a vote.
- D. Officer duties will be assigned throughout the year by the chapter adviser. All officers will effectively communicate with the chapter adviser and NHS members. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
- E. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 2. New officers shall be installed at a special ceremony. The members will determine the degree of formality of the ceremony. The officers' roles will begin immediately following the Southeast Polk high school graduation date.

#### **ARTICLE XIV: ACTIVITIES**

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. The individual service project may be combined with others members' individual service projects.

- a. Sophomore inductees must complete 12 hours prior to graduation
- b. Junior inductees must complete 6 hours prior to graduation
- c. Senior inductees must complete 3 hours prior to graduation