The Troy High School Chapter of the National Honor Society By-Laws

National Honor Society

The National Honor Society chapter that is active in Troy High School is known as the Troy High School Chapter. The purpose of the chapter is to acknowledge those students who meet the exceptional criteria of the National Honor Society as evidenced by their academic achievements, participation in activities to improve both the school and the community, and their commitment to be an example to other members of the school and the community.

Although this set of by-laws of the National Honor Society follows the hand book of the national organization in general procedure, the chapter is allowed to set its own requirements and regulations regarding selection and retention of members. These by-laws are meant to enhance the national handbook and adapt the regulations to the high standards of Troy High School.

Since one of the highest and most respected honors that a student can achieve at Troy High School is to be inducted, serve, and graduate as a National Honor Society member, the process of selection must be completed with care. There are four (4) criteria by which an individual will need to be evaluated: **(1) Scholarship, (2) Leadership, (3) Character, and (4) Service.** The body which oversees the selection of students to the National Honor Society is known as the Faculty Council. This acts as the governing body of the National Honor Society. The council will consist of up to five (5) respected members of the faculty. For steps 2, 3, and 4 of the evaluation of a member for NHS, each prospective member must receive a majority vote from the Faculty Council to continue to the next step and eventually become an inductee at the conclusion of the fourth step. Students must be enrolled in the school for one semester to qualify for induction. (see by-law III) They must also complete the Troy High School Chapter’s application process (see NHS Application Requirements).

1. **Selection of Members**

**Step 1: Scholarship:** Juniors must have a minimum composite grade of 94.000% taken from all subjects during the freshman and sophomore years to be considered for membership. Seniors must have a minimum composite grade of 94.000% taken from all subjects during the freshman, sophomore, and junior year to be considered for membership. **The attainment of the grade requirement qualifies the candidate for consideration only; it does not indicate that the student is to become a member.**

Under the aspects of scholarship, the Keystone tests and attendance in school carry a major weight in the expectations for graduation in Troy High School. To this end, any prospective NHS member of the Troy High School Chapter must at least be of a passing/proficient level in the state Keystone testing results. To clarify, a student must achieve a passing grade on the Keystone exam(s) for the class(es) they have taken. If a student has 2 or more scores lower than proficient/passing, they will need to either resign or go through dismissal procedures. Also, a prospective member may not have 5 or more unexcused absences in any school year.

The purpose of these requirements is to insure that an exceptional commitment to education is present in all students who represent Troy in the NHS.

**Step 2: Character:** A list of students attaining the grade composite prerequisite will be distributed to the faculty for input prior to the council’s annual induction consideration meeting. Teachers may return written comments to the advisor or share with the advisor any factual reason why the student should or should not be chosen for membership. The advisor provides this information to the Faculty Council. Each student must meet the character criteria. A vote by the Faculty Council will determine if the student qualifies under the criteria set for step 2.

Detailed Analysis of Character

1. The student presents a neat and well-groomed appearance during the school day.
2. The student demonstrates a high standard of honesty and reliability.
3. The student is of good moral character and upholds school regulations.
4. The student refrains from the use of alcohol, tobacco, and illegal drugs.
5. The student displays desirable qualities of personality (cheerfulness, friendliness, and poise).
6. The student demonstrates good manners and refrains from the use of poor manners.
7. The student employs neither profanity nor vulgar gestures.
8. The student shows compassion for his/her fellow students and less fortunate individuals.
9. The student stands ready to assist faculty and students when needed and accepts praise and criticism with grace.
10. The student has neither a conviction for a crime and/or misdemeanor nor an arrest for a criminal act or civil disobedience.

The following are examples and are not all inclusive.

Good Character Traits: honest, dependable, law abiding, compassionate, helpful, non-disruptive

Bad Character: cheats, lies, steals, vandalizes, spreads hurtful rumors, rude, disrespectful, swears, chews, smokes, drinks, uses illicit drugs, bullies

**Step 3: Leadership:** Based on the input from the faculty and, if needed, from the student, students who met the requirements of steps 1 and 2 will then be considered on the merit of leadership. Leadership is the quality of guiding and being a role model for the students of the school and to the community of Troy.

Detailed Analysis of Leadership

1. The student demonstrates leadership and/or the ability to lead others both in and out of the classroom.
2. The student demonstrates and/or promotes leadership qualities in school, extra-curricular, and community activities.
3. The student holds positions of responsibility successfully when appointed.
4. The student demonstrates initiative in carrying out responsibilities.
5. The student exemplifies qualities which positively influence others.
6. The student conducts himself or herself in a reliable and dependable manner.
7. The student is a team player; the student can lead or follow as situations dictate.
8. The student is a positive role model for peers and underclassmen.

The following are examples and are not all inclusive.

Good Leadership Traits: responsible, looks out for the well-being of people of whom he/she is put in charge, models proper demeanor, helps out in a responsible manner, demonstrates good “sportsmanship” in all types of activities

Bad Leadership Traits: whines, puts self ahead of any type of team or group, shows no responsibility, poor role model, shirks responsibilities, quits if he/she does not get his/her way, blames others for disappointments, taunts, poor “sportsmanship” in types of activities, brags

**Step 4: Service:** Based on the input from the faculty and, if needed, from the student, students who met the requirements of steps 1, 2, and 3 will be considered on the merit of service. Service is a commitment to the school and community which indicates that the student is attempting to have a positive impact on the community in which they live. Students need a minimum of 4 activities to qualify for service. This may include involvement both in the school and the community at large. Employment, which requires a significant devotion of the time of a student and is many times necessitated by family financial concerns, will count as 2 activities for this purpose.

A student who meets the criteria of all four of these requirements will be a prospective member of the National Honor Society. He/she will then be eligible to participate in the induction ceremony that occurs every year during fall. At the conclusion of the induction ceremony, the student will be a full member of the National Honor Society. Upon completion of this meeting, the advisor will provide a written roster of the inductees to the principal.

Students who are offered membership will be asked to sign the following statement:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the standards for maintaining membership in the National Honor Society and procedures for dismissal. Failure to uphold the established standards will result in a self-disqualification of membership.

1. **Retention of Membership**

When a student is named a member of the National Honor Society, it does not guarantee that he/she will graduate a member of the group. A member needs to maintain these expectations and requirements in order to retain their standing as a member. A member may be dismissed from the society for not maintaining the standards of scholarship, leadership, character, and service. A minor violation could result in warning with a probationary period. A member may be inducted in a probationary status which will indicate that the Faculty Council had a concern about the student’s induction, usually involving single instances of indiscretion that occurred **more than one calendar year ago**, but still felt that the qualities were there in a strong enough capacity to merit membership. A major violation could result in dismissal. Consequences for negative school behavior are already in place at Troy High School. If the following school consequences occur throughout the school year, the following action will occur:

**Detention:** Allowance is three per school year. After three, the student will be dismissed from NHS

**ISS:** No allowance. If this occurs, the student will be dismissed from NHS.

**OSS:** No allowance. If this occurs, the student will be dismissed from NHS.

**Saturday detention/Half-day ISS**: No allowance. If this occurs, the student will be dismissed from NHS.

Flagrant violation(s) of school rules, civil, and/or criminal laws **will** result in immediate dismissal.

Also, a member may not have 5 or more unexcused absences in any school year.

The composite grade is calculated by averaging the GPAs from the 9th and 10th grade years, if a junior, or the composite grade is calculated by averaging the GPAs from the 9th, 10th, and 11th grade years, if a senior. Any member whose composite grade falls below the minimum standard for membership (94.00%) will have one month to bring their grade back up to the minimum composite grade. Seniors must maintain the minimum standard for membership in order to graduate as a member of NHS. Failure to maintain the minimum composite grade will result in dismissal from the National Honor Society.

Various meetings, activities and/or projects may be scheduled throughout the year and it is a requirement of membership that all members participate in these events. Members are expected to volunteer at least one (1) hour per month of school outside of the minimum one (1) scheduled NHS events per month. (Students are required to have all outside volunteer hours approved).

Members are also expected to participate in a minimum one (1) scheduled NHS events per school month, two (2) of which must be the blood drives (NHS hosts three (3) blood drives per year) and one (1) of which must be an Adopt-A-Highway event by the end of the school year.  One unforeseen absence is permitted with permission of the advisor. Violation of this service requirement may result in dismissal from NHS.

Cases for disciplinary action will be brought before the Faculty Council. A student may elect to present his/her position and respond to Council questions. Any medical issues will be reviewed by the Faculty Council on a case by case basis. **All Faculty Council decisions are final.**

A student, if the situation warrants, may resign by a letter of resignation rather than proceed with the above procedure. The letter of resignation is delivered to the advisor. The advisor will acknowledge the resignation in a corresponding letter after a written notification to the Faculty Council and the principal.

1. **Transfer of Membership**

Students who have attained membership in the National Honor Society in another school district prior to attending Troy High School may be included in the Troy Chapter if they have participated in an induction ceremony and have been recommended by the principal of the former school on the issues of character, leadership, and service. Equally, the Troy principal must be diligent and honest in the information that he/she supplies to another school regarding a student in our chapter moving to another chapter.

In accordance with the national requirements, this is the only exception to the one semester rule. Students who have not yet been inducted are under the one semester hold requirement. If a student has not been inducted at the previous school, he/she may not be considered for membership for a period of one semester.

Regardless of entry method, the student must maintain the requirements of membership within the local chapter. Any differences in grade average requirements will affect the student’s membership at the time that the guidance office officially ranks the student.

If a student transfers and was a member at the prior school, he/she will be a member, but he/she has until the guidance office officially ranks the student in the current class to bring the grade average in compliance with the standards of the Troy Chapter. (Example: Rivendell High has the scholarship standard of 90% to be inducted. A student with a 91% average who was inducted in Rivendell’s chapter # 0000 moves to Troy as an inducted member. This student will automatically become a member of this chapter. Although, this student then has until the guidance office ranks the student, generally one academic year, to raise his/her grade to the minimum requirement of the Troy Chapter.)

1. **Chapter Leadership**

The officers of the chapter shall be as follows:

PRESIDENT: The president shall preside at the regular meetings of the chapter and work with the advisor to carry out the activities and duties of the local chapter.

VICE-PRESIDENT: The vice-president shall preside at the regular meetings and activities of the chapter in the absence of the president. The vice-president is to carry out the activities and duties of the local chapter.

SECRETARY: The secretary will keep a record of all the meetings, assist the advisor in correspondence and media information, and monitor attendance of members at regular meetings.

TREASURER: The treasurer will keep a record of the finances of the club in conjunction with the advisor and the school personnel in charge of student activity funds. He/she will sign forms in the office to approve expenditures of the chapter. He/she will be in charge of the vending machines in the lobby assigned to the chapter.

HISTORIAN: The historian will collect articles regarding chapter activities during the year. These articles may be placed in a scrapbook to be left in the possession of the school upon graduation of the current year members.

1. **Membership Dues**

Each member will be assessed $2.00 in dues; $1.00 as a contribution to the Robert Buchler Memorial Award and $1.00 as a contribution to the NHS activities fund.

1. **Activities**

The chapter is required to participate in at least one service project each year. The chapter sponsors a Red Cross Bloodmobile in the winter/spring. The senior members will be honored at a banquet after the annual induction ceremony. The time and place will be discussed and set prior to the induction. Preference will be given to the local establishments of Troy since the chapter exists to serve this community.

1. **Awards**

This chapter will award to two outstanding senior members who have best exemplified the qualities of scholarship, character, leadership, and service a monetary award. This award is designated the Robert Buchler Memorial Award in honor of Mr. Robert Buchler, long time teacher and Guidance Counselor at Troy High School.

**Addendum: Advisor Responsibilities**

-The advisor shall conduct the activities of the chapter in a responsible and mature manner.

-The advisor will report to the Faculty Council and the principal any problems and activities of the chapter.

-The advisor will review with candidates who did not qualify the reasons that the prospective member did not meet the qualities. (In the case of junior candidates, the advisor will let the student know what quality he/she should focus on to increase the likelihood of gaining induction in his/her senior year. This does not guarantee the student induction, although it does strengthen their case for induction.)

-The advisor will alert probationary members of their status when necessary and advise them on what they need to be aware to avoid expulsion from the society.

- The advisor will coordinate the service projects including keeping a running total of volunteer hours accumulated throughout the school year. The advisor will notify parents and students of deficiencies in volunteer hours in a manner timely with allowing students to remedy the situation.

-The advisor will plan and coordinate an annual induction ceremony to recognize new members. (Students must participate in an induction ceremony to become a member.)

-The advisor will complete an end of the year activity report of the chapter for submission to the national office.

-The advisor will ascertain the continuance of membership in the National Honor Society by checking with the principal on the annual payment of Chapter dues.