



National Honor Society Cameron Chapter Protocol

Based on the 16th Edition of the NHS Handbook (2005)

HISTORY: The National Honor Society was founded in 1919 at the annual convention of the newly formed National Association of Secondary School Principals (NASSP). For more than 80 years, the National Honor Society has been the leading organization for recognizing and involving outstanding students in secondary schools across the nation. Thus, the National Honor Society was regarded from its inception as a concrete way to promote high academic standards, as a means of ensuring the continuation of democracy and as an instrument for the betterment of the individual and the school.

The Society has flourished, with more than 15,000 chapters which have been chartered in every state and in schools in many territories and countries overseas. The Cameron High School National Honor Society Chapter was established in 1970. Chapter membership not only recognizes our students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service. The goal of NHS is to make a positive difference in the lives of individuals and in the spirit of the community and of the school. The principals and advisers in NASSP schools recognize outstanding student achievement through membership and encourage and support each local chapter's commitment to service.

All local chapters of the National Honor Society are charged with the responsibility of both satisfying a social need and being devoted to the purposes of worth to the individual and of profit to the school. Each chapter, although required to adopt the national constitution, is encouraged to provide for local needs through bylaws designed in conformance with the national constitution. Chapters have always been urged to exercise initiative, resourcefulness, and ingenuity in promoting Society standards. The original committee set up the National Honor Society to permit a high degree of freedom for local chapters; therefore, variety characterizes the activities of the many chapters.

Members of the Cameron Chapter of the National Honor Society, having met predetermined standards of character, leadership, scholarship, and service and having pledged to uphold and serve as a model of these fundamental virtues, acknowledge their choice to fulfill the obligations of membership and to familiarize themselves with and adhere to the bylaws and protocol of the chapter, including expectations for participation, the maintaining of the standards that were used for selection, and acting as role models both on and off campus. Members of the Cameron Chapter of the National Honor Society further acknowledge disciplinary measures or dismissal as expected outcomes if a member falls below the standards used for selection to membership.

Chapter Activities and Leadership Roles

Membership in the Cameron Chapter of the National Honor Society is more than an honor. It incurs a responsibility and an obligation to continue to demonstrate the outstanding qualities that resulted in your selection. Your decision to become a member carries a responsibility to the chapter. If our chapter of the National Honor Society is to be effective and meaningful, each member must not only actively promote the cardinal traits of the Society, he/she must also become proactive in meeting the needs of the community and of the school. All members will provide service through participation in all of our chapter meetings and projects. A representative list of chapter activities follows. Each year the membership has the responsibility for adapting service activities to reflect the talents, interests, and needs of both the membership and the communities it serves.

Service Activities: Cameron Chapter of the National Honor Society

- Family Math Night
- Shanty Town homelessness simulation
- Local Food Pantry collection
- Support of local non-profits
- Host the National Honor Society post-induction reception
- Snowman Contest – Winter Carnival
- Host the Cameron District Middle School Spelling Bee
- Kiss A Senior Goodbye – American Cancer Society Benefit
- Camerama Food Stand
- Vision Screening
- Kinship Bowling

Leadership Roles: Cameron Chapter of the National Honor Society

Article V of the Cameron bylaws allows for the installation of chapter officers. The officers of the chapter will be President, Vice-president, Secretary, and Treasurer. A Historian may be also elected at the discretion of the membership. Officers for the upcoming term will be elected at the last meeting of each school year. All returning members will be eligible to run for a position as an officer. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. The responsibilities of each elected position are as follows:

- **President** - The Cameron Chapter President will preside over all meetings of the chapter and will assist the adviser in preparing the meeting agenda for each National Honor Society meeting. The Cameron Chapter President will maintain a roster of the chapter and will appoint a member of the chapter to take roll at National Honor Society meetings and to supply attendance summaries to the Secretary for inclusion in the chapter's minutes. The Cameron Chapter President will be a voting member of the Executive Committee. The Cameron Chapter President will preside over the chapter's induction ceremony. The Cameron Chapter President will direct the activities of the chapter under the guidance and supervision of the adviser and the principal.
- **Vice-president** - The Cameron Chapter Vice-president will be responsible for publicizing all chapter meetings and will assist in meeting agenda preparation at the request of the President. If a meeting is held at which the President cannot preside, the Vice-president will assume the responsibility of holding the meeting in the President's absence. The Vice-president shall also keep a record of members' contributions to leadership and service. The Cameron Chapter Vice-president will be a voting member of the Executive Committee. The Cameron Chapter Vice-president will preside over the chapter's induction ceremony in the event of the President's absence and will assume the responsibility of induction and swearing in of candidates as acting president. The Cameron Chapter Vice-president will assist in directing the activities of the chapter, under the guidance and supervision of the adviser and the principal, at the request of the President.
- **Secretary** - The Cameron Chapter Secretary shall be responsible for all official chapter correspondence and will be responsible for typing and dispensing the agenda for each National Honor Society meeting. The Cameron Chapter Secretary is responsible for recording the minutes for each National Honor Society meeting and for publicizing all chapter activities at the request of the President or adviser. All official advertisements will be approved prior to posting by the principal and the adviser; the responsibility for attaining these approvals will be the charge of the Secretary. The Cameron Chapter Secretary will assume the responsibility of reading the minutes from prior meetings at each subsequent chapter meeting at the request of the President. The Cameron Chapter Secretary will assume the responsibility of keeping a historical record of the minutes from chapter meetings. The Cameron Chapter Secretary will be a voting member of the Executive Committee. The Cameron Chapter Secretary will assist in the chapter's induction ceremony, under the guidance and supervision of the adviser and the principal, at the request of the President.
- **Treasurer** - The Cameron Chapter Treasurer will be responsible for managing all financial transactions and records of the chapter, under the guidance and supervision of the adviser and the principal. The Cameron Chapter Treasurer will assume the responsibility of acquiring and reading the financial report of the Cameron Chapter of the National Honor Society at each chapter meeting at the request of the President. The Cameron Chapter Treasurer will assume the responsibility of keeping a historical record of the financial transactions of the Cameron Chapter of the National Honor Society. The Cameron Chapter Treasurer will be a voting member of the Executive Committee.
- **Historian** - The Cameron Chapter Historian will be responsible for photographing and keeping a historical record of the activities of the Cameron Chapter of the National Honor Society. The Cameron Chapter Historian will catalog a dated timeline and description of chapter activities. This catalog will include a description of the activity and its purpose. The Cameron Chapter Historian will produce an official chapter scrapbook as a pictorial record of chapter activities, which will include the names of each year's elected officers, membership, faculty council and adviser. The Cameron Chapter Historian will be a voting member of the Executive Committee.



National Honor Society Cameron High School Chapter Bylaws



ARTICLE 1

NAME AND PURPOSE

Section 1. The name of this chapter shall be the Cameron High School Chapter of the National Honor Society.

Section 2. The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Cameron High School.

Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA. 20191-1537.

ARTICLE II

MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon a deserving student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Candidates become members when inducted at a special ceremony.

Section 3. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 4. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of NHS. Honorary members shall have no voice or vote in chapter affairs.

Section 5. An NHS member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 6. Members who are seniors in good standing are eligible to be nominated by the Cameron High School Chapter of the National Honor Society to compete in the National Honor Society Scholarship Program.

Section 7—Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE III

SELECTION OF MEMBERS

Section 1. To be eligible for selection to membership in this chapter, the candidate must be a member of the junior or senior class. The candidate must have been in attendance at Cameron High School for a period equivalent to at least one semester. If a potential candidate is ineligible for induction because of the semester ruling (for example, students of military parents or others required to move with parents or guardians who have transferred), the present school principal may seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may elect to waive the semester regulation.)

Section 2. Candidates eligible for election to the chapter shall have a minimum cumulative grade point of 3.5 (on a 4.0 unweighted scholastic scale). This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy in the Cameron Chapter of the National Honor Society. All students who can rise in scholarship to or above such standard shall be admitted to candidacy for selection to membership.

Section 3. Upon meeting the grade level, attendance, and GPA standards, candidates shall then be considered on the basis of service, leadership, and character. The final selection of candidates for

membership to this chapter shall be by a majority vote of the Faculty Council, which will consist of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 4. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS. The selection procedure shall be published in an official school publication and shall be made available in a timely fashion to all Cameron High School students and parents upon request. The selection procedure for the Cameron High School Chapter of the National Honor Society shall be as follows:

Cameron High School Chapter of the National Honor Society Candidate Selection Procedure

- The selection of candidates for induction shall be held once a year during the second semester of the school year (Alternative or additional selection periods may be added.)
- Students' academic records shall be reviewed to determine scholastic eligibility.
- Juniors and seniors who are deemed to be scholastically eligible at the end of the first semester's grading period shall be notified and asked to submit a completed Cameron National Honor Society Application Packet. This application will include the candidate's application, essay, and a non-faculty letter of recommendation which indicates the candidate's commitment to leadership, service, and character.
- Once a candidate has submitted a completed Cameron National Honor Society Application Packet to the chapter adviser, the faculty will be asked to evaluate all candidates who are requesting consideration for admission. The official evaluation form, which will be provided to each faculty member by the chapter advisor, will request candid, professionally sound input concerning each candidate's development in the cardinal traits of the Society: scholarship, character, service, and leadership. All evaluations will be signed and will be confidential. These documents will be shredded by the adviser after use by the faculty council in the selection procedure.
- Prior to the final selection of candidates for membership to this chapter, the faculty council shall review the applications, essays, letters of recommendation, and faculty evaluations. All candidates who are selected for admission will be offered the opportunity for induction. There will be no minimum or maximum number of selected candidates.
- All applicants for selection will be notified in writing by the adviser of the decision of the faculty council concerning admission to the chapter.
- Selected candidates will become members when inducted at a special ceremony.

Section 5. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE IV DISCIPLINE/DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of NHS, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, or character that were used as a basis for their selection. Members will be allowed limited warnings during their membership, and in the case of a flagrant violation of school rules, behavioral expectations, or the law, neither a verbal nor a written warning will be required prior to consideration for dismissal. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 2a. A member of the Cameron chapter of the National Honor Society is expected to maintain exemplary character, an active role in service, and positive leadership in both school and community. Any member who falls below any one of the chapter's expectations for superlative leadership, service, or character may be dismissed from the Cameron High School chapter of the National Honor Society.

Section 2b. A member of the Cameron chapter of the National Honor Society is expected to maintain his/her academic standing. A member should understand fully that he/she is subject to dismissal if he/she does not maintain the cumulative grade point average (3.5) that was used as a basis for selection. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he/she will be given a written warning and a time period for improvement. If the academic expectations are not met by the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council which could include dismissal from the chapter.

Section 3. Violation of school regulations and/or the school conduct code can result in disciplinary action by the Faculty Council which could include dismissal of a member from the chapter. These violations include, but are not limited to, stealing, destruction of property, cheating, truancy, athletic code violations, the use of profanity, failure to comply, unexcused absence, excessive tardiness, etc. When the athletic director, school counselor, or principal notifies the adviser of a violation of school regulations, the member will receive a written warning notification of a failure by the member to meet chapter obligations. Since it is helpful to both the student and the adviser to discuss any failures of a member to fulfill chapter obligations, a conference can be scheduled at the member's request as a follow-up to a notification letter. This request by the member for an explanatory conference should be presented in writing with a copy provided both to the adviser and to the principal. Upon receipt of such a request, a formal conference will be scheduled to discuss any concerns with the member.

Section 4. All violations of the law will be considered to be flagrant violations of the Society's honor code and will be cause for immediate dismissal consideration of the member by the Faculty Council. A violation of the law in which the court system is involved will result in disciplinary action by the Faculty Council which is likely to include dismissal of a member from the chapter. These violations include misdemeanors and felonies for, but are not limited to, theft, vandalism/destruction of property, possession, selling, or being under the influence of drugs or alcohol.

Section 5. A member will never be dismissed automatically for failing to maintain standards, not meeting member obligations, or even being found guilty of violating school rules, behavioral expectations, or the law. The dismissal procedure for the Cameron High School Chapter of the National Honor Society shall be as follows:

Cameron High School Chapter of the National Honor Society Dismissal Procedure

- In all cases of impending dismissal, the member will receive written notification from the chapter adviser of the action being contemplated. The notification will indicate the reason for possible dismissal and the date, time, and place of the disciplinary review hearing.
- In all cases of impending dismissal, the member and adviser will discuss the written notification in an informal conference, which can be held either prior to or following the receipt of the notification. If either party wishes for a more formal conference to take place to discuss the purpose or procedures of the impending hearing, a conference can be scheduled as a follow-up to the notification letter. This request for an explanatory conference should be presented in writing with a copy provided to the principal. Upon receipt of such a request, a formal conference will be scheduled to discuss any concerns.
- A disciplinary review hearing is identified in the NHS constitution as a right of membership and is guaranteed as due process as identified by the 14th Amendment of the U.S. Constitution. In all cases of impending dismissal, the member will be offered the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal. The member will be given the opportunity to present his/her defense either in person or in writing. A parent or guardian may be present with the member; however, it should be noted that the primary purpose and focus of the hearing is to allow the member to present his or her case before any action is taken.
- Following the disciplinary review hearing, the Faculty Council will vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. If a member is dismissed, written notice of the decision will be stated in a letter sent to the member, his or her parent(s) or guardian(s), and the principal.
- Dismissed members must surrender any membership insignia, the NHS emblem, and membership card to the chapter adviser. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter.

Section 6. The Faculty Council's decision to dismiss a member may be appealed. An appeal must be in writing and must state the reason or basis on which a reversal of the Council's decision is sought. Appeals of dismissal will initially be considered by the school principal. If the building principal upholds the Council's decision and the student and/or parents are not satisfied with the findings of the first appeal, a subsequent appeal can be taken to the District Administrator. The dismissed member must present this second appeal in writing, stating the reason or basis on which a reversal of the principal's decision is sought, within one week of receiving written notification of the outcome of the first appeal. Should the findings of the second appeal be unsatisfactory to the grievant, the dismissed member can seek a final reversal of the decision to dismiss by presenting an appeal to the Board of Education. Appeals to the BOE should follow the same procedure as the earlier appeals.

Section 7. Neither the National Council nor the national office has the authority to hear appeals in cases of dismissal.

Section 8. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 9. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 9a. The Faculty Council can elect to discipline a member by placing him/her on warning (sometimes referred to as "suspension" or "probation"), during which time he/she is considered not in good standing with the chapter, although technically still retaining membership. Such warning periods are generally for a specific amount of time after which regular membership is restored. National Bylaws (Article XV, Section 3) dictate that only members who are in good standing will be allowed to wear the Society's emblem/insignia.

Section 9b. Other disciplinary measures are acceptable disciplinary alternatives for minor offenses. For example, the Faculty Council may suspend certain chapter privileges, remove a member from chapter office, request that the student perform additional school or community service activities, or have the student receive special counseling.

ARTICLE V OFFICERS

Section 1. The officers of the chapter shall be president, vice-president, secretary, and treasurer. A historian may be elected at the discretion of the membership.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members are eligible to run for a position as an officer.

Section 3. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. New officers shall be installed at a special ceremony.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. (Note: Selection, discipline, and dismissal procedures remain the sole domain of the Faculty Council, as per National Constitution Article VII, Section 3.)

ARTICLE VII MEETINGS

Section 1. The Cameron Chapter of the National Honor Society shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e. monthly, bimonthly) shall be determined by the adviser with the assistance of the members of the executive committee. Meetings of this chapter shall be announced by a member of the executive committee, usually the chapter's vice-president, or by the advisor when the need arises.

Section 3. Regular meeting attendance shall be expected of all members of the Cameron Chapter of the National Honor Society.

Section 4. The chapter president or other designated student leader, with the approval of the executive committee, may call special meetings.

Section 5. This chapter shall conduct meetings according to *Robert's Rules of Order* (revised edition) in or in a similar, respectful, organized manner approved by the executive committee.

ARTICLE VIII

ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well-planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests and reporting on that project in writing to the adviser. (This is in addition to the chapter projects to which all members contribute.) Taking an organizational leadership role in a chapter activity can fulfill this additional service project expectation.

Section 5. The chapter shall publicize its projects—both group and individual—in a positive manner.

ARTICLE IX

OFFICIAL INSIGNIA

Section 1. The motto of the National Honor Society shall be "Noblesse oblige." This motto will be passed on to inductees to the Cameron High School Chapter of the National Honor Society as a significant charge during the induction ceremony.

Section 2. The official colors of the National Honor Society shall be blue and gold. These colors will be used at all formal ceremonies of the Cameron High School Chapter of the National Honor.

Section 3. The official flower of the National Honor Society shall be the yellow rose. This flower will be used as a tribute at all formal ceremonies of the Cameron High School Chapter of the National Honor.

Section 4. Each active, graduate, or honorary member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Council which will be awarded at induction.

Section 5. A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

Section 6. Any member who resigns or is dismissed from the chapter forfeits the honor of wearing the official insignia and shall return the emblem to the chapter adviser.

Section 7. Chapter members who are seniors in good standing shall be granted an NHS seal on their diplomas at graduation.

Section 8. Chapter members who are seniors in good standing shall be awarded blue and gold National Honor Society cords to be worn at graduation.

ARTICLE X

DUES

Section 1. The Cameron High School Chapter of the National Honor Society does not require dues for members.

ARTICLE XI**POWERS**

Section 1. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

ARTICLE XII**AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV, which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Adopted by Cameron National Honor Society members and Faculty Council April 2002; revised March 2013

Signatures (for historical record):

Chapter president : _____	Chapter vice-president : _____
Chapter treasurer : _____	Chapter secretary : _____
Chapter historian : _____	Chapter adviser : _____
Principal : _____	Date of last approved revisions.: <u>2/8/2013</u>