

SWAMPSCOTT HIGH SCHOOL  
NATIONAL HONOR SOCIETY



CHARACTER  
SCHOLARSHIP  
LEADERSHIP  
SERVICE

CHAPTER'S BYLAWS

**Article I Statement of Name**

The name of the organization shall be the Swampscott High School's Chapter of the National Honor Society. The organization is an affiliated chapter of the National Organization.

**Article II Statement of Purpose**

The purpose of this organization shall be to generate enthusiasm for scholarship, to promote service in helping others, to foster leadership, and to develop character among all members.

**Article III Powers That Be**

- Section 1 The principal reserves the right to approve or disapprove of all activities and decisions of the chapter
- Section 2 The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Section 3 The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines
- Section 4 The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 5 The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Section 6 The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

## Article IV Definitions of Criteria

- Section 1     A student who achieves scholarship:
- Has a minimum of a 90.0 cumulative grade point average (no rounding) on an unweighted scale.
  - Is enrolled in an approved high school program of studies. This program must meet the minimum number of credits required for graduation and is a course of study that leads to a Swampscott High School Diploma, meeting all graduation requirements.
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- Section 2     A student who exercises leadership:
- Is resourceful in proposing new problems, applying principles, and making suggestions
  - Demonstrates initiative in promoting school activities
  - Exercises positive influence on peers in upholding school ideals
  - Contributes ideas that improve the civic life of the school
  - Is able to delegate responsibilities
  - Exemplifies positive attitudes/behaviors
  - Inspires positive behavior in others
  - Demonstrates academic initiative
  - Successfully holds school offices or positions of responsibility
  - conducts business effectively and efficiently
  - demonstrates reliability and dependability
  - Is a leader in the classroom, at work, and in other school or community activities
  - Is thoroughly dependable in any responsibility accepted
  - Is willing to uphold scholarship and maintain a loyal school attitude
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- Section 3     A student who serves:
- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
  - Works well with others and is willing to take on difficult or inconspicuous responsibilities.
  - Cheerfully and enthusiastically renders any requested service to the school
  - Is willing to represent the class or school in inter-class and inter-scholastic competition
  - Does committee and staff work without complaint

- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Section 4 A student of character:

- Is respectful, responsible, trustworthy, fair and caring
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (e.g., cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions, rules, is punctual, and faithful both inside and outside the classroom
- Has power of concentration, self-discipline and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing an unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

### **Article V Definition of Membership**

Section 1 Membership is an honor bestowed upon a 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 A National Honor Society member who transfers to Swampscott High School from another school and produces a letter from the former principal or chapter advisor shall be automatically accepted as a member providing the member meets Swampscott High School criteria for induction including GPA, Year of Graduation etc. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

A student who transfers to Swampscott High School and was not an official member of another school's National Honor Society must be in attendance a full semester before being reviewed for eligibility. All transfer grades will be calculated into cumulative GPA.

- Section 4 Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 5 Every member must attend every regularly scheduled meeting. Meetings shall be held once a month on a day designated by the chapter advisor. Meetings will begin at a predetermined time and last an average of one-half hour.
- Section 6 The office of secretary shall keep a record of the attendance of a regularly scheduled meeting. If a member has missed two of these meetings the faculty adviser shall meet with the member to discuss the reasons for the absences before any warnings or disciplinary action occurs. If the absences are considered unexcused, the Faculty Council shall meet to determine any further action against the member, including dismissal (see Article VII).

It is the members' responsibility to notify the Adviser ahead of the meeting time if a member is unable to attend a regularly scheduled meeting. The member will be required to see an officer to obtain any missed information.

- Section 7 Every new and current member must attend the Induction Ceremony. They shall arrive at the event approximately one hour prior to the ceremony and remain until the reception is finished and the advisor gives permission for them to leave.
- Section 8 Every member shall maintain a minimum cumulative, unweighted grade point average of 90.0 (no rounding).
- Section 9 Every member shall display leadership and character qualities, as described in Article VI, in and out of school.
- Section 10 Every member (including those inducted during senior year) is required to complete 15 hours of community service between the date of Induction Ceremony and April 1<sup>st</sup> of your graduation year. Five of the required hours must be completed through NHS sponsored or supported service projects. The other 10 hours are individual hours, of which five may be completed during summer months. Signatures of supervisors, who may not be parents or relatives, are required for verification of service. All documentation must be submitted prior to April 15<sup>th</sup> of your graduation year. Members who do not successfully complete the required hours will be prohibited from wearing the gold tassel at graduation but will be able to receive the tassel after graduation ceremonies are over. Forms for verification of service as well as guidelines for service are available from the Chapter Adviser or on the Swampscott High School National Honor Society webpage.

## Article VI Selection of Members

- Section 1 Any student who has a minimum of a 90.0 cumulative grade point average (no rounding) on an unweighted scale at the beginning of the second semester of their junior or senior school year is eligible for consideration.
- Students must be students in good standing with the appropriate number of credits for a junior (minimum 55 credits, not including junior year courses) or senior (minimum 85 credits, not including senior year courses).
- Grades will be reviewed, and academic eligibility reports run, no later than three school days after second quarter and mid-term exams are posted. Any grade changes (e.g. incompletes) or alterations will **not** be considered after this review. All incomplete grades and other grade changes must be made before that date to be considered for that school year. Students with incomplete grades are not eligible.
- Any senior who has a minimum of a 90.0 cumulative grade point average (no rounding) on an unweighted scale at the beginning of their senior year is eligible for consideration. Grades will be reviewed no later than October 1<sup>st</sup>.
- Section 2 All candidates shall receive the following:
- A letter indicating that he/she is a candidate for the National Honor Society
  - An information and application form to be filled out by the candidate.
  - A copy of the chapter by-laws
- Section 3 The administration, faculty, secretaries, cafeteria staff, school resource/security officers, guidance and the custodial staff receive a list of all candidates. They are asked to write comments, positive and/or negative, regarding any candidate.
- Section 4 A candidate should read the bylaws of this chapter, and complete the information and application forms. A candidate shall be asked to include any past or present leadership positions and service activities. Any past positions and/or activities must have occurred while the candidate was in high school. A signature from an adult, with no relation to the candidate, who can attest to at least one of your listed leadership positions, will be required.
- Section 5 A candidate shall compose a typed essay (approximately 300 words) indicating why they feel they qualify for membership in the National Honor Society. Statements which stress character, service and leadership qualities

should be included. It is strongly suggested that the candidate personalize the essay and compose it with excellence and that it have depth of content and uses correct grammar, punctuation, spelling, sentence structure, and organization.

- Section 6 A candidate shall return the information and application forms to the adviser by a predetermined date.  
A candidate whose forms are received after this date will ***not*** be considered for selection.
- Section 7 A letter indicating selection or non-selection will be sent to a candidate after the Faculty Council has reviewed all information regarding every candidate.
- Section 8 The faculty council shall meet to select members **and** to consider dismissal, non-selection, and warning cases. Upon request from students not selected for this honor, every effort will be made to explain the selection process. *Schools are not obligated to share with parents and students information concerning non-selection of specific students.* The Principal will listen to concerns from students not selected or from parents/guardians of such students. It is possible for the Principal to reconvene the faculty council **ONLY** if a procedural mistake has been made.
- Section 9 An adviser and/or principal may request a meeting with the Faculty Council concerning a candidate in cases of non-selection.

### **Article VII Dismissal of Membership**

- Section 1 From the time a candidate becomes a member until the end of graduation, a circumstance may arise that will result in the dismissal of a member. Before any Member is dismissed, the Faculty Council shall review the event, act, conduct, etc. causing the member to be in question. Depending on the seriousness of the event, act, conduct, etc., will depend on how the Faculty Council will proceed.
- Section 2 In most cases, the Faculty Council will issue a warning and specify a reasonable amount of time for the member to correct the deficiency. It is the responsibility of the member to correct the deficiency, in the designated amount of time, such that the member remains in compliance with membership expectations. After the member receives at least one warning and the deficiency is not corrected the Faculty Council shall consider one of two possibilities: dismissal or member not in good standing.
- Section 3 The Faculty Council shall determine when a member has exceeded a reasonable number of warnings.
- Section 4 Members who fall below the standards which were the basis for their selection shall be warned by the chapter adviser and given a reasonable

amount of time to correct the deficiency.

If a member's academic status (unweighted G.P.A.) falls below the standards which were the basis for their selection, the member shall be issued a warning from the chapter advisor and given one quarter to comply with the standard. If at that time the member still fails to meet that standard, the Faculty Council shall meet and consider further action, including dismissal from National Honor Society.

- Section 5 Violation of the law and/or school regulations shall result in dismissal of a member. These violations include, but are not limited to: Operating Under the Influence, stealing, cheating, plagiarizing, truancy, any drug or alcohol related offenses.
- Section 6 Members are expected to abide by all school rules as stated in the Swampscott High School Student Handbook, Honor Code, Chemical Health Policy and Acceptable Use Policy. Failure to do so may result in a written warning from the chapter adviser or a hearing with the Faculty Council. A pattern of school rule violations will be cause for dismissal.
- Section 7 In the case of a knowing and obvious violation of school rules or civil laws a member does not necessarily have to be warned.
- Section 8 In all cases of impending dismissal, the member shall be granted a hearing with the Faculty Council before any final decision is made. In most cases, it shall be strongly suggested to the member to write a letter of appeal discussing the appropriate circumstances prior to the hearing. This letter shall be forwarded to the Faculty Council and a date for the hearing will be set.
- Section 9 A member who has been dismissed may appeal the decision of the Faculty Council by requesting a meeting with the adviser and the principal. The decision is then made by the principal after hearing all pertinent comments from the member and the Faculty Council. This decision is final.
- Section 10 A member who has been dismissed shall return their certificate of membership to the adviser. If this item is not returned, disciplinary action will be taken by the administration.
- Section 11 A member who has been designated as one who is not in good standing will graduate as a member of the Society and it will be indicated as such in the graduation program. However, this member will be denied wearing the graduation stole at every senior ceremony, including graduation.
- Section 12 An officer designated as a member not in good standing will be removed from office and if time permits will be replaced by another senior member. No hearing and no appeal is warranted.

### **Article VIII Meetings**

- Section 1 There shall be at least one meeting every month of the school year.
- Section 2 The time of the meeting will be at least one-half hour in length.
- Section 3 The meetings will be facilitated by the chapter's officers.
- Section 4 The meetings may be used for brain storming ideas for future activities, communicating information, and/or performing activities.

### **Article IX Chapter Officers**

- Section 1 Nominations for office occur in May. Only current members are eligible to become an officer. The term of office is one year. Election for office occurs in June. Only Society members may vote. This is not a whole school election. Candidates for office shall give a brief speech regarding reasons to be elected. Immediately following these speeches the election for new officers shall take place. Any student who is already an officer for Student Council or for an entire class, may not become an NHS Officer. Members will elect up to three students to serve as officer. The NHS Advisor reserves the right to appoint up to 2 members as officer if appropriate.
- Section 2 If an officer is dismissed, the position will be filled by the next scheduled meeting. Interested candidates will be nominated at this meeting. Immediately following the nominations the election shall take place.
- Section 3 All officers shall generate enthusiasm, generate creative ideas, act as an exemplary person, and devote time for all activities.
- Section 4 The president shall oversee and organize all group activities, create a speech for the Induction Ceremony and attend all meetings and activities.
- Section 5 The vice-president shall assist in overseeing and organizing all group activities, assist in the Induction Ceremony, and attend all meetings and activities.
- Section 6 The secretary shall record the minutes for every meeting, keep attendance for all meetings and activities, assist in the Induction Ceremony, and attend all meetings and activities.
- Section 7 The treasurer shall handle all financial affairs, assist in the Induction Ceremony, and attend all meetings and activities.

### **Article X-Amendments**

- Section 1 These bylaws may be amended by a two-thirds vote of the Faculty Council.
- Section 2 Bylaws and amendments must be consistent with the constitution of the National Honor Society.

\*Revised 2/14