Hamilton High School
National Honor Society Handbook

2019-2020
I. Foreword

When the National Honor Society was founded in 1921, the hope of the National Association of Secondary School Principals (NASSP) was to create an organization that would recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service, and leadership remain as relevant today as they were in 1921.

Now, more than 80 years later, the National Honor Society has become a prestigious organization, ranking high among administrators, faculty members, students, parents, and residents of the school community. Its reputation for excellence is the result of years of commitment on the part of everyone involved.

Through NHS chapter service activities, members maintain and extend the qualities that won them selection. Membership is thus both an honor and a commitment.

The procedures, requirements, regulations and suggestions outlined in this Handbook are meant to help principals, advisers, and faculty members as they guide students in the development of desirable personal qualities. To the extent that principals, advisers, teachers, and student members fulfill their respective roles enthusiastically, the Society will continue to thrive for the benefit of its members and of our democratic society.

Gerald N. Tirozzi
Executive Director, NASSP
II. Statement of Philosophy

The Hamilton School District believes that membership in the Hamilton High School Chapter of the National Honor Society is to be reserved for students who demonstrate the highest standards in scholarship, service, leadership, and character.

In accordance with the National Association of Secondary School Principals NHS guidelines, it is the position of the Hamilton School District that involvement in the National Honor Society is a privilege, not a right. This privilege brings with it accompanying responsibilities and expectations. It is in the interest of the school and community that standards for membership be established, administered, and enforced.

It is the policy of the Hamilton School District not to discriminate in the provision of co-curricular activities or activity facilities on the basis of gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or handicap. Any complaint alleging discrimination in violation of this policy must be referred to the building principal and processed in accordance with the district's procedures for handling such complaints.
III. NHS Introduction

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Thousands of schools are NHS chartered and each of their Chapters follows the NHS Constitution.

College admissions officers often regard Honor Society membership as a valid indicator that the applicant will succeed at the post-secondary education level. The Honor Society member has already exhibited academic achievement, leadership – either overtly or silently – honorable and admirable character; as well as service that demonstrates that the member is willing to use talents and skills for the improvement of society. Through NHS Chapter service activities, members maintain and extend the qualities that won them selection. Membership is thus not only an honor and a commitment.

The procedures, requirements, regulations, and suggestions outlined in this Handbook are meant to help parents and students as a guide in the developing and maintaining of desirable personal qualities. This Handbook contains the National Constitution as well as supporting and supplementary comments regarding the Constitution and the Hamilton Chapter By-laws. The Hamilton Chapter By-laws are distributed each year in the Fall to all NHS Inductees and returning members.

The day-to-day operation of the Chapter is the responsibility of the Chapter adviser and the executive board as set forth in the Chapter By-laws. The Faculty Council will meet to decide membership and disciplinary issues, as needed. If there is a question that must be resolved, the principal will be the arbiter and the principal's decision will be final.

The materials and information contained and discussed in this Handbook are taken from the National Association of Secondary School Principals' Division of Student Activities National Honor Society Handbook, 16th Edition 2005. "NHS" and the name "National Honor Society" along with the logos, emblems, names, and abbreviations are registered trademarks, protected by federal regulations, and may not be copied or used without specific written permission from NASSP.

The contents of this Handbook supersede all previous NHS Handbooks.
IV. Behavioral Expectations for National Honor Society Members

A. General Student Expectations

In order to participate, students shall:

1. comply with all Hamilton High School behavioral expectations.
2. maintain a minimum 3.5 cumulative GPA.
3. complete and submit the Membership Agreement Form and Code of Conduct Contract each year of membership.
4. pay annual dues. Dues may be waived in cases of inability to pay.
5. comply with all service and social requirements and guidelines set forth in the HHS Chapter By-laws.
6. comply with the rules and regulations of all supervisory organizations (for example, community organizations that may sponsor service projects).

B. Specific Student Expectations

The following rules, expectations and guidelines are in effect for the entire calendar year. The students are required to comply with these NHS rules and guidelines for the remainder of his or her high school career. Unless otherwise stated, failure to abide by the rules, expectations and guidelines set forth in this handbook, the HHS Chapter NHS By-laws and/or the NHS Membership Agreement Form/Code of Conduct may result in dismissal from the National Honor Society.

1. Conduct

The Hamilton High School Chapter of the National Honor Society maintains a strict policy regarding the consumption, sale, purchase, distribution, possession, or being in the presence of any amount of alcoholic beverage or controlled substance, including "look-alike drugs". Therefore, members shall refrain from the consumption, sale, purchase, distribution, possession, or being in the presence of any amount of alcoholic beverage or controlled substance, including "look-alike drugs" at all times. Members shall also refrain from the use and possession of tobacco products.

Further, NHS members whether on school premises or privately, at a school activity, a non-school activity, or representing the district in any respect, whether it be during the school year or otherwise, shall refrain from any conduct or acts which are generally considered to be immoral or socially unacceptable, or which violate local civil laws, or the Hamilton High School District philosophy enunciated in Section II.

This conduct may include, but is not limited to:
a. Alcohol and Other Drugs (AODA) Conduct:
   1. controlled substance use (including "look-alike" drugs)
   2. tobacco product use
   3. consumption or possession of alcoholic beverages
   4. remaining at a party where alcoholic beverages or controlled substances are being consumed without that student's parent/guardian being present, regardless of whether the student does or does not consume. It is mandatory that a member
      a. leaves the premises immediately,
      b. calls his/her parents to be picked up, and/or
      c. calls the police.

Any action other than these is a violation of the NHS HHS Chapter policy and will highly likely result in dismissal from National Honor Society.

b. Behavior that is Unethical, Unacceptable, or Contrary to Generally Recognized Moral and Ethical Standards

Such unacceptable behaviors shall include but are not limited to academic misconduct, verbal abuse, theft, vandalism, and fighting.

c. Honesty Expectations

Honesty is a characteristic that is expected of our members at all times. Honesty is recognized as important to character development. As such, we value honesty in our members. Therefore, evidence of dishonesty shall be viewed as a violation of the Hamilton High School NHS Code of Conduct Membership Agreement.

d. Academic Eligibility Standards

Academic performance is of primary importance at Hamilton High School and in NHS. The following rules apply to academic eligibility for NHS membership.

1. Members must maintain a minimum cumulative GPA of 3.5.
2. Students falling below cumulative GPA minimums will be placed on academic probation and given one semester to once again meet the minimum cumulative GPA requirements.
3. Once placed on academic probation, failure to reestablish academic eligibility will highly likely result in the permanent termination of NHS membership.
V. **Commentary on the National Honor Society Constitution and By-laws**

**The Constitution**

All Chapters must adopt and follow the National Constitution. The following discussion amplifies, explains, and supplements the provisions of the Constitution as it relates to the operations of the Hamilton High School Chapter of National Honor Society.

The Constitution of the National Honor Society has been approved and can be amended only by motion from the National Council with final approval by the National Association of Secondary School Principals Board of Directors.

**Chapter By-laws**

Local Chapters must adopt By-laws to the Constitution to clarify local procedures. These By-laws specify the schedule of meetings; member obligations regarding meeting attendance, participation in projects, etc.; information regarding Chapter officers (which are required, what their duties are, how they are to be elected); dues requirements; a description of member obligations; and scholarship nomination procedures. Chapters may add any other information pertinent to the Chapter.

The Chapter, through its executive committee, should regularly review the By-laws and change them to meet the local needs of a particular year. Though the By-laws do not have to be approved by the National Council, they must be consistent with the Constitution and the policies established by the National Council.

**The Chapter Adviser**

The Chapter adviser is a faculty member who has faith in the abilities of young people and who is willing to spend time with them to develop their potential. The adviser is familiar with the *Handbook* and has a working knowledge of Society policies, as well as those of the school and the school district. In carrying out the duties outlined in the National Honor Society Constitution, the adviser promotes Chapter activities, stimulates positive actions by members, and provides information on local and national policies regulating Chapter activities. In addition, the adviser approves Chapter activities, maintains Chapter records, and attends all member meetings. The Chapter adviser is an ex-officio, non-voting, sixth member of the Faculty Council.
The Faculty Council

The adviser works with the Faculty Council in selecting or dismissing members. The Faculty Council shall consist of six working members, appointed annually by the principal. No principal or assistant principal may be on the Faculty Council. The adviser and the Faculty Council cooperate in developing and periodically reviewing local selection and dismissal procedures not expressly provided for in the Constitution. NHS members should have the opportunity to comment on these procedures, and the members' recommendations should be considered in procedure formulation and review.

Membership

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected. Members are obligated to participate in Chapter service projects and social outings, Chapter events such as Induction of new members and the Academic Awards Ceremony, as well as fund-raisers, as determined by the Membership. Only juniors and seniors (11th and 12th graders) are eligible for membership in the Hamilton Chapter of the National Honor Society.

Selection

Students may not apply for membership in the National Honor Society. According to the National NHS Constitution, only those students who have been in the school the equivalent of one semester may be considered for membership. Each local school may establish minimum eligibility requirements that are consistent with national standards. Consideration for membership in the Hamilton High School Chapter of NHS is open only to those juniors and seniors who have achieved a minimum 3.5 cumulative GPA.

Membership is granted only to those students selected by the Faculty Council in each school. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work. The principal of the current school shall seek a recommendation from the previous school’s principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation.

All students who are academically eligible to be considered for membership will be notified of their status in writing. Eligibility notification shall take place no later than the end of the first quarter of the current school year based on the student meeting the minimum cumulative GPA for membership at the end of the prior school year. Currently, students are notified by mid-August of their eligibility to submit materials in support of their candidacy to become a member of the HHS Chapter of the NHS.
Students will then be required to complete and submit a *Student Activity Information Form* outlining their activities and commitments that demonstrate their outstanding qualities in the areas of service, leadership, and character. Students must also submit an essay outlining their special qualifications for NHS as well as four recommendation forms; two from teachers at Hamilton High School and two from community members who have known the student in a supervisory capacity. The Faculty Council then reviews each student's application materials. Students who do not submit all requested materials to the faculty adviser will not be considered for membership that year, but may resubmit materials the following year if they are again notified of eligibility. *It is the student's responsibility to check with the faculty adviser to make sure that his/her file is complete. Incomplete files will not be considered.*

The HHS Faculty Council has set up a selection process (point system) based on participation and leadership in co-curricular activities, school and community service-oriented projects, and undertakings both in the community and at school that demonstrate a high degree of service, character, and moral leadership. The definition of “co-curricular” has been expanded to include out-of-school activities. This decision has come as the result of a trend of high-involvement/high-level activities being offered only off campus. Club soccer, gymnastics, martial arts, equestrian events, and other things of this nature are not offered at Hamilton. As a result, and to ensure qualified students are attracted to NHS, this expansion of the definition was warranted.

Candidates must meet the following minimum participation requirements for selection in each area listed below. The point system considered by the Faculty Council for each area of evaluation is shown below.

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<th>Co-Curricular Activities</th>
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<th>Community and Service Activities</th>
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Students are selected on the basis of service and leadership using this point system. (While the academic criterion is most important, membership is never considered on the basis of grades alone.) Students meeting the minimum point requirements outlined above are then evaluated further based on his/her four recommendation forms and his/her essay. Students who meet the academic, co-curricular, service and leadership criteria will also be evaluated in the area of character. Any prior disciplinary referrals or actions including but not limited to alcohol, drugs, and other illegal substances will be considered during the selection process when evaluating the candidate's character, and will highly likely result in non-selection.

In evaluating potential members for leadership, service, and character, the Faculty Council reviews the definitions of these criteria. As outlined by the National Council, the following guidelines will give further help in the definition of leadership, service, and character:

*Leadership*
The 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 and spirit
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully hold school offices or positions of responsibility
- conducts business effectively and efficiently
- demonstrates reliability and dependability
- is a leader in the classroom, at work, or in other school or community activities
- is dependable in any responsibility accepted.

Service

Service is generally considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

The 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 interclass and interscholastic competition
- does committee and staff work without complaint
- participates in some activity outside of school (e.g., Girl Scouts, Boy Scouts, religious 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.
Character

The student of character:

- 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, hall, etc.
- demonstrates the highest standards of honesty and reliability
- regularly shows courtesy, concern, and respect for others
- observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- has powers 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.

All students submitting materials for consideration will be notified in writing of the Faculty Council's selection decision. All candidates receiving a majority vote of the Faculty Council are invited to be inducted into the Chapter and must attend a pre-induction meeting. Each candidate for induction and his/her parent or guardian must sign and submit the NHS Membership Agreement Form/Code of Conduct Contract prior to installation. Students are not considered to be members of the National Honor Society until they have been inducted into the local Chapter. It is, therefore, imperative that candidates for membership make themselves available for the Induction Ceremony.

All materials submitted in support of a student’s candidacy are kept for a period of 30 days after the selection process is completed, and are then shredded in accordance with national NHS guidelines. It is, therefore advised that students submit copies, not originals of any documentation they wish to have considered, as no documents submitted shall be returned to the student.

Non-Selection

An effort will be made to explain the selection process to those who are unhappy about the results of the selection process. Chapters are not obligated, however, to share information with parents and/or students concerning specific students not selected for membership in the Society.

The principal will listen to complaints from students not selected for NHS membership, or from the parents of such students. Following such discussions, if the principal believes that some kind of technical mistake has been made, the principal may ask the Faculty Council to reconvene to review the situation. Technical errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the like. In the
absence of specific evidence to the contrary, the principal must assume that the members of the council have exercised their discretion in a legitimate manner and with the good faith expected of them.

Parents and students must understand that no student has a right to be selected for membership in a Chapter of the National Honor Society. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local Chapters.

**Disciplinary Actions and Dismissal**

Members should understand fully that they are liable for dismissal from NHS if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Although a member is never automatically dismissed for failing to maintain standards, a violation of the Hamilton Chapter's policy regarding alcohol, drugs, and other illegal substances will result in the Faculty Council voting for dismissal. Members are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal. For example, in the case of alcohol, drug and other illegal substance policy violations, a warning is not required. A student who is dismissed or who resigns may never again become an Honor Society member.

The Chapter adviser will periodically review the standing of members for compliance with NHS standards. The student will be informed in writing of the nature of the violation, the time period given for improvement (if any), and the possible consequence of non-improvement. If the student does not make the improvement in the specified time, the student is liable for whatever disciplinary measures are considered appropriate by the members of the Faculty Council.

A student must be aware he/she will automatically be placed on academic probation for one semester for failure to maintain the minimum cumulative GPA required by the HHS Chapter. If the student does not meet the minimum cumulative GPA after the semester of probation, the student will be invited to a hearing before the Faculty Council according to national guidelines. Failure to meet academic standards will highly likely result in dismissal.

Students who are involved in a flagrant violation of school rules, civil laws, or the NHS Membership Agreement Form/Code of Conduct Contract will be subject to dismissal by the Faculty Council. For example, the consumption of alcohol and/or use of drugs or other illegal substances will result in dismissal proceedings being instituted by the Faculty Council. Also remaining at a party where alcohol, drugs, and/or other illegal substances are present, whether or not the member partakes, will highly likely result in dismissal.

The adviser is responsible for presenting information to the Faculty Council which he/she receives from teachers and/or administrators who become aware of any specific incidents related to behaviors which are in violation of the standards of scholarship, leadership, service, and character. The Faculty Council will meet to consider dismissal of a member. If the Faculty council determines that the facts warrant consideration for dismissal, the member will be notified in writing of the violation and the possibility of dismissal.
Whenever the Faculty Council considers dismissal, the member is allowed to present his/her case before the Faculty Council at an informal hearing prior to the Faculty Council making a determination of the action to be taken. The National Honor Society member will be invited to such a hearing to explain the situation. The right to a hearing entitles the member to the following three elements:

1. Notice of the reasons for the proposed action by the Faculty Council.
2. Time to prepare an explanation of any mitigating circumstances by the member.
3. An opportunity to present this explanation to the Council.

The parent(s) or guardian(s) are invited to be present during the hearing; however, it is the student who must speak on his/her own behalf. The hearing is to be conducted by the NHS adviser who presents the information relative to the case. The Faculty Council is charged with listening to the facts of the case. After the hearing, the council members will discuss the recommendation for dismissal or alternate consequences, if any, in a closed session and then inform the member in writing of its decision.

If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal. In the event of dismissal or the voluntary resignation of a member, the member must then surrender the NHS pin, certificate, and membership card to the Chapter adviser within two weeks. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter.

The dismissed member may appeal the Faculty Council decision to the high school principal. In the case of dismissal appeals, the principal will review the adequacy and fairness of the Faculty Council procedures rather than the wisdom of its judgment. A written appeal must be received by the principal within five school days after the notification of dismissal. The principal will review the individual case and notify the dismissed member in writing of his/her findings.

The National Council and the NASSP will hear no appeals in dismissal cases. Furthermore, a student who is dismissed or resigns from the NHS may never again become an Honor Society member.
VI. Appendix

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals

ARTICLE II: THE NATIONAL COUNCIL

Section 1. The control of this organization shall be vested in the National Council.

Section 2. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council and shall serve as treasurer of NHS. The director of the NASSP Department of Student Activities shall be an ex-officio member and shall serve as secretary of the National Council.

Section 3. Members shall be appointed for a term of no more than three years.

Section 4. A simple majority of members shall constitute a quorum of the National Council.

ARTICLE III: STATE/REGIONAL ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations. The state principals' associations may form regional associations as defined by NASSP.

Section 2. Any state or regional association of National Honor Society chapters shall conform to this Constitution and shall work with the NASSP Student Activities office in furthering the purpose of this organization.
Section 3. All state and/or regional associations shall be affiliated with the National Honor Society.

Section 4. The state and/or regional affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5. Bylaws of the state or regional associations must be approved by the secretary of the National Honor Society (the NASSP Director of Student Activities) and must be consistent with this Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and the one for the National Honor Society)

Section 2. Each chapter shall pay a chartering fee determined by the National Council.

Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the National Council. Failure to do so may result in the loss of the charter.

ARTICLE V: THE PRINCIPAL

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of six members of the school's faculty who may serve consecutive terms.
Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE VI: THE CHAPTER ADVISER(S)

Section 1. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser(s) shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE VII: FACULTY COUNCIL

Section 1. The Faculty Council shall consist of six voting faculty members appointed annually by the principal. The chapter adviser(s) shall be ex-officio, non-voting, additional members of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. 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 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.
ARTICLE VIII: MEMBERSHIP

Section 1. Membership in local chapters 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. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. 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 the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony.

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.

Section 6. An NHS member who transfers to another school and brings a letter from the 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 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE IX: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester.

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. Candidates shall then be evaluated on the basis of service, leadership, and character. Hamilton’s minimum standard is a cumulative GPA of 3.5.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
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.

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 X: DISCIPLINE AND DISMISSAL

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

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 necessarily have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7. The National Council and NASSP shall hear no appeals in dismissal cases.

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.

Section 2. New officers shall be installed at a special ceremony.

Section 3. Only Junior members in good standing may run for office.
ARTICLE XII: 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.

ARTICLE XIII: MEETINGS

Section 1. Each chapter 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., weekly, monthly, bi-monthly) shall be designated in the chapter bylaws.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV: ACTIVITIES

Section 1. Each 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; Be well planned, organized, and executed.

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.

Section 5. Each chapter shall publicize its projects in a positive manner.
ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

Section 3. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 5. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are filed for registration with the United States Patent and Trademark Office and may not be copied by anyone.

Section 6. The motto of the National Honor Society shall be Noblesse Oblige.

Section 7. The official colors of the National Honor Society shall be blue and gold.

Section 8. A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

ARTICLE XVII: AMENDMENTS

This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a majority of the members of the National Council.
Hamilton School District Non-Discrimination Policy- revised 2018

“It is the policy of the Hamilton School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person’s sex, race, color, religion, national origin (including students with limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Wisconsin Statute Section 118.13, or because of any other reason prohibited by state or federal laws or regulation. This policy also prohibits student discrimination on the basis of any reason prohibited by federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability). The District shall provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Any accommodations or program modifications granted under this policy shall be provided to students without prejudicial effect. Requests for accommodations for children with disabilities under Section 504 of the Rehabilitation Act shall be processed pursuant to the Section 504 Procedures. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.). Information regarding such program offerings and admission criteria are included in the Student Handbooks and Course Catalogs, which are posted on the District’s website (www.hamilton.k12.wi.us) and available upon request from the School Guidance Office. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. Requests for religious accommodations shall be made in writing and approved by the building principal. The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District’s equal educational opportunities policy. Any questions concerning this policy, or policy compliance, should be directed to John Roubik, Director of Human Resources and Organizational Development, Hamilton School District, W220N6151 Town Line Road, Sussex, WI 53089, (262) 246-1973.”
VII. National Honor Society Membership Agreement Form/Code of Conduct Contract

Hamilton High School
2019-2020

Student Name: ________________________________

(Please Print)

I accept the honor and commitment of being a member of the Hamilton High School Chapter of National Honor Society. I have read, understood, and hereby agree to abide by all of the rules and membership requirements set forth in the Hamilton High School National Honor Society Handbook and the HHS NHS Chapter By-laws.

_________________________          ________________________
Student Signature                   Date

My son/daughter, ________________________________, is honored to be a member of the Hamilton High School Chapter of the National Honor Society.

I understand that my son/daughter is expected to abide by the rules, requirements, and expectations presented in the Hamilton High School National Honor Society Handbook, the Hamilton Chapter By-laws and that this Membership Agreement Form/Code of Conduct Contract shall remain in force year round.

I acknowledge that I am aware that my son's/daughter's participation in certain activities may present a potential risk. I give my permission to the attending physician to administer first aid or emergency treatment to my son/daughter should he/she require such assistance. Being covered by commercial insurance, I assume full responsibility in case of an accident or injury to my son/daughter.

My signature indicates my willingness to support the provisions of the National Honor Society Handbook and the HHS NHS Chapter By-laws as long as my son/daughter remains a member of the Hamilton Chapter of the National Honor Society.

_________________________          ________________________
Parent/Guardian Signature        Date