

BYLAWS AND PROCEDURES OF THE FOXBOROUGH CHAPTER OF THE NATIONAL HONOR SOCIETY

NAME AND PURPOSE

The name of this organization shall be the Foxborough High School Chapter of the National Honor Society of Secondary Schools, hereinafter referred to as the Foxborough Chapter of the NHS. The purpose of this chapter shall be to recognize those students who have demonstrated outstanding qualities of scholarship, leadership, character, and service. The objective of the members of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Foxborough High School. The NHS is under the supervision of the National Association of Secondary School Principals (NASSP).

CANDIDATES FOR MEMBERSHIP

Candidates eligible for consideration for membership in this chapter shall be a member of the junior or senior class and have a minimum unweighted GPA of 3.2. Their eligibility for membership shall then be considered on their leadership, character, and service if they have expressed an interest in membership and followed the prescribed procedures for application set forth by the advisors.

If a candidate has received a letter of eligibility for consideration from this chapter but moves to a different school system before the selection process is completed, they may request that a copy of this letter of eligibility for consideration be placed in their permanent record file.

Transfer students to Foxborough High School who meet the above criteria and are members of the junior or senior class shall be considered based on their prior school's transcript.

Students and parents must understand that being selected for membership is an honor and not a right.

MEMBERSHIP

Membership in this chapter shall be based upon scholarship, leadership, character, and service. Membership shall be known as active, graduate, and honorary. Active members become graduate members at graduation. The graduate members have no voice or vote in chapter affairs. Honorary membership shall be reserved for school officials, faculty, and citizens in recognition of outstanding service rendered to the school in keeping with the purposes of the National Honor Society.

The election of members in this chapter of the NHS shall be made by the NHS Faculty Council.

If a member falls below the scholastic standards which were the basis of their election, the Faculty Council shall review the student's case and determine, by majority vote, whether or not their membership should be maintained or they be put on probation for a period of time to be determined by the council. The scholastic standard for active membership shall include the student maintaining an unweighted GPA of 3.2.

High standards of leadership, character, and service must be maintained for the retention of membership. If a member fails to maintain these standards, their case shall be reviewed and continued membership, probation, or expulsion determined by a majority vote of the chapter Faculty Council. When a member is dismissed, their parent(s) or guardian(s) must be notified in writing and any NHS regalia received by the member shall be returned to the advisor or principal.

An active member of NHS who transfers from this school may request a letter or certificate, signed by the principal, indicating the status of their membership. An active member of NHS who transfers to this school will be automatically accepted for membership in this chapter upon written confirmation from their previous school. This transfer member must maintain the membership requirements for this chapter to retain their membership.

Any member reserves the right to resign from the membership but in doing so renounces any privileges of the NHS and may not be readmitted into the Society.

EMBLEM

Each member of this chapter shall be entitled to wear the emblem or the official insignia of the keystone and flaming torch adopted by the National Honor Society of Secondary Schools. Any member who withdraws or is dismissed from this chapter shall return all regalia portraying the NHS emblem.

ORGANIZATION

The Principal

At the local level, the principal, who is not a member of the NHS Faculty Council, reserves the right to approve all activities and decisions of the chapter and shall be a part of the appeal process for non-selection or dismissal cases. They shall annually appoint chapter advisors, who may serve consecutive terms.

The Chapter Advisors

The advisors are ex-officio non-voting members of the NHS Faculty Council, members of the Executive Committee, and liaisons among the faculty, administration, students, and community. As such, they provide information on local and national policies, regulate chapter activities, promote positive actions by members and help officers carry out their duties, attend chapter meetings and functions, maintain chapter records, and review each member for compliance with NHS standards and obligations.

All activities of this chapter shall, on direct, day-to-day basis, be subject to the approval of the advisors and follow the policies set forth by the national organization and by the NHS Faculty Council.

Faculty Council

The NHS Faculty Council consists of five voting members, appointed annually by the Principal at the beginning of the induction process, and the chapter advisors. The advisors chair meetings, collect and present information relative to the membership, and coordinate data for the council. However, the advisors, functioning as student advocates, do not vote on issues presented to the council.

The five faculty members are responsible for the decision-making process and for the approval of the NHS Bylaws. The council elects National Honor Society members including honorary members, establishes the policies under which the NHS members must function, and take disciplinary action, including the dismissal of members for serious infractions against the standards of membership.

Student Executive Board

The Student Executive Board consists of chapter advisors, chapter officers – those holding the positions of president, vice-president, secretary, treasurer, public relations chair, and community service coordinator. This committee meets a minimum of once a month. These meetings provide the officers with an opportunity to discuss ongoing projects and upcoming events, to update the advisors on current activities, to make recommendations for directing the business affairs of the chapters, and to review annually the NHS Bylaws.

Any members can submit written suggestions or concerns to an officer or to an advisor. Such concerns will be addressed at the next Student Executive Board meeting.

Any member may opt to attend Student Executive Board meetings to observe, to support an idea, or to raise questions about an agenda item. If a member wishes to be placed on the agenda for a meeting, they should inform the chapter advisors and the chapter secretary, via email, at least one day before the meeting by citing the intent to attend and the matter which they wish to discuss.

Election to Student Executive Board

All members of the NHS are eligible to run for one office in the Foxborough Chapter. It is recommended that no member hold more than two major offices in the school at the same time due to the seriousness of responsibilities, possible conflicts of interest, and time consideration for fulfilling obligations.

Before June of the current academic year, all NHS members of the Junior Class will meet to elect officers. All Junior members are eligible to run for an Executive Board position. To be considered for a position, interested candidates must get signatures equaling 20% of their NHS class membership. Finalists must deliver a speech, to be approved by an advisor no less than 48 hours prior to the election, at a full membership meeting. Positions will be determined by majority vote.

In the event that the president-elect is no longer able to fulfill the duties of their position, the vice-president shall assume the title of president, and the membership shall hold another election for a vice-president in accordance with the prescribed procedures. If an elected vice-president, secretary, treasurer, public relations chair, or community service coordinator is no longer able to fulfill the duties of their position, the membership shall hold another election for this office in accordance with prescribed procedures.

Officers and Committee Chairpersons

In addition to duties as member of the Student Executive Committee, officers have the following responsibilities:

THE PRESIDENT

- presides over full chapter and leadership meetings.
- manages and oversees major chapter activities and projects, committee work, and individual service projects.
- ensures that all aspects of process are happening on a timely, consistent, and regular basis.
- prepares the agenda for meetings and must publish a copy of the agenda to the NHS TEAM so that NHS members who cannot attend meetings still are privy to the information discussed.
- plans and implements fundraisers and community service projects for the group.
- may need to meet with administration regarding NHS matters and activities.

THE VICE PRESIDENT

- serves as the official replacement should the President be unable to fulfill the responsibilities of that role, given problems or absences.
- works closely with the President to fulfill the functions of the position (listed above), helping to create a productive and meaningful Honor Society
- helps to plan, organize, schedule, and oversee meetings and activities to make sure chapter work is completed in a timely, consistent manner on a regular basis, ensuring significant organization and communication.
- puts together announcements (via Teams and morning announcements) reminding students of upcoming meetings.
- sends emails reminding NHS members about society fundraisers and community activities organized by teachers or members of the community.

THE SECRETARY

- keeps and maintains accurate and detailed official records of all chapter business.
- serves as the official correspondent for the chapter within the school and local community.
- prepares sign-in Forms and makes them available at monthly meetings.
- records NHS members' meeting attendance in a spreadsheet and provides an updated spreadsheet to the club's advisers by the Monday following the monthly meetings.
- routinely updates the Teams file in which all meeting agendas and attendance sheets are stored.

THE TREASURER

- maintains accurate records of all financial transactions of the chapter.
- periodically reports a summary of NHS financial transactions at meetings (specifically, money raised by chapter events, standing committees, etc. and where proceeds are donated in the event of donations to charities).
- completes and keeps record of financial report forms.

THE PUBLIC RELATIONS CHAIR

- ensures that all pertinent information be publicized for the chapter and community consumption.
- communicates accurate and up to date information throughout the system, including—but not limited to—the Foxworthy (school newsletter), the NHS bulletin board, social media, and local newspapers (these final two should be done in conjunction with the Secretary, who is the acting liaison between the club and the general public), etc.

THE COMMUNITY SERVICE COORDINATOR

- helps to plan, organize, schedule, and oversee both large and small group community service projects.
- fields community service requests from the community and posts about such request to the NHS Teams page.
- actively seeks out community service projects, both large and small, and posts about such opportunities to the NHS Teams page
- communicate with members of the community in a timely, respectful, and confident manner via e-mail or phone calls.

All newly elected members of the Student Executive Board are required to attend and serve at both Senior Class Night and Graduation.

Failure to meet the responsibilities of your elected position, as determined by the advisors, will result in a hearing with the Faculty Council and may lead to your dismissal from your elected position.

Should they believe officers are not upholding their defined duties, NHS members may submit a written grievance with the advisors.

MANDATORY ACTIVITIES

Induction

The induction ceremony is mandatory for all members. The induction rehearsal is mandatory for all incoming members and officers. Those who have an unavoidable conflict must see an advisor beforehand. Should the absence be deemed necessary, the member must present a written explanation, dated and signed, to the advisor(s) so that a written record of the excused absence is on file.

Invitations to the ceremony are sent to the Superintendent of Schools, School Committee, Board of Selectman, Principal, Vice-Principal, NHS Faculty Council, FHS Staff, and parent(s) or guardian(s) of all incoming NHS members. All preparations for the ceremony, such as designing the program, are the

responsibility of the Student Executive Board. Since the ceremony itself is formal, members are expected to dress appropriately and follow the scheduled procedures.

The officers, who lead the ceremony, deliver prepared speeches on the four pillars of membership – scholarship, leadership, service, and character – as well as on the general history of the FHS NHS. A candle is lit for each of the four pillars. Other congratulatory marks may then be made by school officials before the induction of new members. After new members are inducted and have received tokens of membership, the president formally concludes the ceremony.

Following the ceremony, a reception may be held for all members, their families, school administration, and staff. It is expected that all members are present at this reception and remain for its duration. Preparations and clean up for the reception are the responsibility of the senior members of NHS.

General Meetings

NHS meetings are mandatory for all members and are scheduled so that members have at least one week's notice. Meetings will usually be held on the third Thursday of the month, from 2:10 pm to no later than 3 p.m. Additional mandatory meetings may be held with at least one week's notice.

The President presides at the meetings while the advisors act as moderators. When the president calls the meeting to order, members are to give their full attention to the meeting; all schoolwork and electronic devices, which are to be silenced, are to be put away for the duration of the meeting. Thus, meetings are to be conducted in a formal way, and members must be recognized by the chair before speaking. Reports should be given by the NHS officers and committee chairpersons at each meeting, and updates on each sub-committee's progress should also be provided. These meetings also offer members the opportunity to raise questions or to provide suggestions. If everyone is on time and if there are no interruptions, the meetings can be brief but must be formally closed by the President before members can leave.

Electronic documentation of absence or tardiness from mandatory meetings must be emailed to the secretary and both advisors within three school days and kept on file. Prior notification is expected unless a conflict occurs at the last minute. Reasons that are acceptable for missing a mandatory meeting include: absence from school, emergencies, and co-curricular events for which your attendance is required (e.g. away games, math meets, debates, etc). Other reasons will be considered unacceptable for missing a meeting. Failure of notification of an absence or an unacceptable absence will be subject to the levels of disciplinary action adopted by the NHS Faculty Council: level one with the first unexcused absence; level two with the second unexcused absence; level three with serious infractions and/or continued unexcused absences. Members should speak with the advisors regarding unusual circumstances.

It is understood that emergency meetings may have to be scheduled without the advance notification of one week or more. In these situations, all members are asked to cooperate and attend so that all members are informed and can be a part of the decision-making process if applicable.

Sub-committee Meetings

As activities and events arise, interested members form a committee and a member volunteers or is elected as chairperson. The president and vice-president supervise all committee progress.

The duties of the chairperson are as follows: schedule the necessary meetings, submit a committee report to the membership every two weeks for the duration of the project in order to update the society on plans and progress, record costs and profits (if applicable), record each participant's attendance and contributions, distribute work evenly among the committee members, correspond with the "contact person" (if applicable), and forward to the NHS secretary the total service hours of each committee member within one week following the completion of the project/activity.

Individual committee members are expected to contribute to the group effort and comply with the agreed upon meeting schedule.

Sub-committee meeting times cannot conflict with the time scheduled for general meetings or, if applicable, with the time scheduled for Executive Committee meetings.

MANDATORY SERVICE

To maintain standards of active membership, a minimum of 20 service hours shall be completed by the end of each semester. A minimum of 10 service hours shall be completed during the summer break; summer break shall be defined as the time between the last day of school in June and prior to the start of the new school year. Failure to perform such service will result in disciplinary action.

For service hours to be counted, members must provide direct service to members of their community outside of mandatory trainings, meetings, and class time. Members are not to directly benefit from the service they are providing (e.g. fundraising for a sport or club for which you are a member).

All members are encouraged to suggest worthwhile endeavors for the membership and to chair sub-committees.

Once committed to a service project, members must comply with the policies set forth by the NHS Faculty Council. If unable to attend a function of the service project, members are responsible for emailing the advisors and secretary, as well as finding a fellow member to take their place in the activity.

NHS members and their parent(s) or guardian(s) are fully responsible when NHS students elect to provide their own transportation to activities related to NHS project or functions.

SERVICE AWARDS

Each year, service awards may be given to those members who have best represented the standards of NHS. Such awards will be presented at the Senior Class Night.

DISCIPLINARY POLICY ADOPTED BY THE NHS FACULTY COUNCIL

General Guidelines

It is the intent of the NSH Faculty Council that any level of disciplinary action taken is in accord with the seriousness and/or frequency of the violation(s) of standards and that the member who is in violation may have the opportunity to take corrective measures for more appropriate behavior.

Although no member is automatically dismissed for failing to maintain standards, all NHS members are liable for dismissal if they do not maintain the standards of scholarship, leadership, character, and service that were used as the basis for their selection.

Members who are in violation of the standards of membership are allowed limited warnings and shall receive written notification of the level of disciplinary action but must make improvements in the specified time and must comply with procedures as set forth in the levels of disciplinary action.

In the case of a flagrant violation of school rules or civil laws, levels one and two of disciplinary action are not required for consideration of dismissal or dismissal.

NHS Levels of Disciplinary Action

LEVEL ONE: ACTIVE MEMBER

1. Letter of warning to be signed by parent(s) or guardian(s) and returned to advisors
2. Monitoring of behavior

LEVEL TWO: ACTIVE MEMBER

1. Letter of warning to be signed by parent(s) or guardian(s) and returned to advisors
2. Monitoring of behavior

3. Probation for an established period of time
4. Review following probationary period

LEVEL THREE: FACULTY COUNCIL HEARING/ POSSIBLE DISMISSAL FROM MEMBERSHIP

1. If the NHS Faculty Council determines that the facts warrant consideration of dismissal, the member shall be notified in writing of the violation and the possibility of dismissal. A hearing shall then be scheduled with the NHS Faculty Council and, within three school days, the member must give written confirmation to an advisor of their willingness to be present at the scheduled time. Lack of written confirmation or lack of a discussion with an advisor concerning unusual circumstances within three school days will be considered the member's waiver of a Faculty Council hearing prior to dismissal proceedings.
2. If a member is dismissed, written notification shall be sent to the member, their parent(s) or guardian(s), and the principal. The student who is dismissed may appeal the decision to the Principal. The National Council and the NASSP do not hear or make any decisions regarding appeals in dismissal cases.
3. The Faculty Council may also notify the college or secondary program the student will be attending of the student's dismissal or resignation from NHS, should the circumstances warrant such a notification.
4. Any student who is dismissed or who resigns from NHS
 - o Must surrender the NHS emblem, certificate, and membership card to the chapter advisor
 - o May not graduate as a NHS member or wear the honorary symbol of membership at graduation
 - o May never again become a NHS member.

School Suspension and Civil Violations

If a member is assigned a D-Hall, level two disciplinary action will be taken for the first offense and the member will have an immediate hearing with the NHS Faculty Council.

If a member is placed on an out of school suspension by the FHS Administration, level three disciplinary action will be taken, and dismissal proceedings may be considered.

If a member is convicted in a criminal case, level three disciplinary actions will be taken and the member will be dismissed.

OBLIGATIONS OF NHS FACULTY COUNCIL REGARDING BYLAWS

The NHS Faculty Council shall review the bylaws each academic year, as needed.

The NHS Faculty Council reserves the right to change or amend the NHS bylaws according to what is necessary and proper, including the right to determine the minimum cumulative scholastic average for eligibility of candidacy. Any changes must be in compliance with the national constitution for Society members.

Copies of bylaws adopted by the NHS Faculty Council shall be made available to the Principal, Superintendent, School Committee, NHS advisors, and NHS members. Copies shall also be made available to school or community members upon request.

SUPPLEMENTARY PROCEDURES FOR ACTIVE MEMBERS

CURRENT MANDATORY SERVICE PROJECTS

Official Representation at School Functions

Members of the NHS must volunteer their service to represent the high school at school functions, including but not limited to Open House, Parent/Teacher Conferences, 8th Grade Step Up Day, and Graduation. Members should dress in attire appropriate for the event.

In any given year, NHS members are required to participate in club sponsored fundraisers and service events and the tutoring of fellow FHS students.