

Constitution of the International School Bangkok Chapter Of the National Honor Society

Article 1: 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.** NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

Article II: THE NATIONAL COUNCIL

- Section 1.** The control of this organization shall be vested in the NASSP Board of Directors.
- Section 2.** There shall be a National Council to advise the NASSP Board of Directors regarding NHS and its policies and procedures.
- Section 3.** 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. The NASSP director of student activities shall be an ex-officio member and shall serve as secretary of the National Council.
- Section 4.** Members shall be appointed for a term of no more than three years.
- Section 5.** Six members shall constitute a quorum of the National Council.

Article III: STATE / REGIONAL ORGANIZATIONS

- Section 1.** Local chapters may choose to organize state associations.
- Section 2.** Any state of National Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.
- Section 3.** All state associations shall be affiliated with the National Honor Society.
- Section 4.** The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.
- Section 5.** Bylaws of the state associations must be approved by NASSP 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 NASSP 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 one for the National Honor Society).

Article IV: LOCAL CHAPTERS (continued)

Section 2. Each chapter shall pay a chartering fee determined by NASSP.

Section 3. Each school with a chapter shall pay an annual affiliation fee 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 NASSP Board of Directors. 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 five 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

Section 1. 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 2. The chapter adviser 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 shall regularly review each member for compliance with Society standards and obligations.

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

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

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

Article VII: THE FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member 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 this Constitution and NHS policies.

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 as 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.** A National Honor Society 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 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. (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 present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation.)
- 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.
- Section 3.** The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.
- 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 the National Honor Society.
- Section 5.** The National Council and the 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.

Article X: DISCIPLINE AND DISMISSAL (continued)

- Section 2.** Members who fall below the standards which 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 impending 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.** 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.

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, bimonthly) 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.

Article XIV: ACTIVITIES (continued)

- 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. 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. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.
- Section 2.** Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.
- Section 3.** Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
- Section 4.** All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA 20191. All insignia are registered in the United States Patent Office and may not be copied by anyone without written permission of the NHS national office.
- Section 5.** The motto of the National Honor Society shall be *Noblesse Oblige*.
- Section 6.** The official colors of the National Honor Society shall be blue and gold.
- Section 7.** A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

Article XVI: CHAPTER 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 NASSP 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 by the NASSP Board of Directors based on input from the NASSP staff and the NHS & NJHS National Council.

BY-LAWS TO THE NATIONAL CONSTITUTION

Article I: NAME OF LOCAL CHAPTER

- Section 1.** The name of this organization shall be The International School Bangkok Chapter of the National Honor Society (NHS) of Secondary Schools.
- Section 2.** The object 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 students of the International School Bangkok.

Article II: THE PRINCIPAL

The principal shall have the right to veto any activity of the chapter after consultation with the Faculty Council.

Article III: THE ADVISER

In some years there may be co-advisers. The principal shall appoint one of these co-advisers to be principally in charge of the role description of adviser as outlined in Article VI of the national constitution.

Article IV: SELECTION OF MEMBERS

- Section 1.** To be nominated a student must be in the second semester of their sophomore year (grade 10) or in their junior or senior year.
- Section 2.** Grades accumulated from grade 9 and the first semester of the sophomore year will be considered when choosing candidates from the sophomore class.
- Section 3.** Candidates in their junior or senior years will use the most recent accumulated grades for their entire high school careers. For this purpose, those grades will be the reported grades at the end of the most recent completed semester.
- Section 4.** Candidates must have a cumulative scholastic average of at least 3.500 (on a 4.0 scale) to be eligible. There will be no "rounding up" of GPA's.
- Section 5.** The Faculty Council may waive the semester attendance ruling (Constitution Article IX, Section 1) upon review.
- Section 6.** Students will be notified, in the announcements and other publications, that the selection process is about to take place.
- Section 7.** In the second semester of each year a list of those students eligible for admission will be posted in the High School office. The posting will be announced in the daily notices and in other publications.
- Section 8.** The NHS adviser and Executive Committee will hold informational meetings concerning the membership procedures. At this meeting the four criteria for membership will be explained and information sheets will be distributed to eligible candidates. The information sheets are to aid the Faculty Council with their decision process. They are not applications for membership.
- Section 9.** It is the responsibility of candidates to obtain information sheets and other information by attending the informational meetings described in section 8 above. Interested candidates must return the completed information sheets to the NHS adviser by the deadline given at the meeting described in Section 8 of these bylaws.

Article IV: SELECTION OF MEMBERS (continued)

- Section 10.** A list of eligible students and selection criteria shall be provided to all certified members of the high school faculty. The faculty will indicate their perspective on potential members by rating each student on the Leadership and Character criteria on a 1-5 basis, with 1 representing the low rank and 5 the highest. Faculty will also provide written comments on the strengths and weaknesses of each eligible student. The NHS adviser will compile the rankings and comments, and make them available to the Faculty Council to help with their selections.
- Section 11.** The NHS adviser will gather data on each eligible student's community-service hours, and share this data with the Faculty Council. It is the student's responsibility to ensure that the Community Service Office has an accurate record of his or her service hours, including hours earned on Week Without Walls.
- Section 12.** The Faculty Council may elect to gather any additional information to help with their selections.
- Section 13.** Utilizing information generated by both candidates and faculty, the Faculty Council reviews and discusses the qualities of the students and by majority vote selects the new members.
- Section 14.** Students are notified via a letter from the chapter adviser whether or not they have been accepted. The principal will also invite any interested students who have not been selected to make an appointment to discuss the decision. Via information gained from the faculty council, the principal will offer the students information on the area where the most improvement is needed.
- Section 15.** Non-selection appeals will be heard according to procedures in the National Constitution.

Article V: OFFICERS

- Section 1.** The officers shall be president, vice president, secretary, treasurer and public relations coordinator.
- 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.** At least two-thirds of the chapter's members must be present in order for an election to take place. Only those members present may vote, and a majority vote of those present shall be necessary to elect any officer. 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.** It shall be the duty of the president to preside at the meetings for this chapter.
- Section 5.** The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
- Section 6.** The secretary shall keep the minutes of meetings, attendance, and be responsible for correspondence.
- Section 7.** The treasurer shall keep the record of business expenses.
- Section 8.** The public relations coordinator shall be responsible for issuing announcements, making posters, maintaining a bulletin board, etc.

Article VI: EXECUTIVE COMMITTEE

- Section 1.** The executive committee shall consist of the faculty adviser and the chapter officers.
- Section 2.** The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Article VII: MEETINGS

Meetings of the chapter shall be held regularly. The executive committee as necessary shall call additional meetings. The annual planning meeting is to be held in September. Attendance at the annual planning meeting is mandatory.

Article VIII: DISMISSAL

Section 1. Violation of criminal law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing, destruction of property, cheating, truancy or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 2. Offenders of the school conduct code will receive written warning notification. If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 3. In the case of a pending dismissal:

a. The member will receive written notification of the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. The member may offer a written defense as a result of this meeting that will be brought to the Faculty Council.

b. The Faculty Council will then vote on whether to dismiss.

c. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the adviser.

d. The member may appeal the Faculty Council's decision to the Principal.

e. 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 4. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 5. In addition to those criteria specified in the National Constitution and bylaws, members may be dismissed for failure to attend 4 meetings in a given academic year. Only in the case of an excused absence from school will non-attendance of an NHS meeting be excused. This will also include NHS events in which a student has agreed to participate.

Article IX: Scholarship Awards

Occasionally NHS members may be nominated to receive scholarship awards such as the NASSP's National Honor Society Scholarship. The Faculty Council will choose nominees from the membership based on the criteria specified in the scholarship award. The high school certified staff shall be given an opportunity to indicate their preferences, in written form, to the Faculty Council. The adviser will provide such forms to the certified staff.

Article X: ACTIVITIES

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

Section 2. It is expected that all members shall regularly participate in these projects. Poor participation may lead to warnings/dismissal.

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.

Article X: ACTIVITIES (continued)

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize its projects in a positive manner.

Article XI: 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 IV and VIII of these bylaws, 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.