



*Coches High School*  
*National Honor Society*  
*Membership Handbook*  
*Junior Delegates*

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# *Constitution*

The current version of the NHS Constitution was approved for all chapters on May 2, 2008 by the NASSP Board of Directors. This is the most recent edition for use by chapters.

Please visit the following website to review the Constitution of the National Honor Society in its entirety (Articles I through XVII).

<http://www.nhs.us/>

# *Preamble*

A need was determined that the previous edition Chapter By-Laws needed revision. In accordance with the National Honor Society Handbook, 15<sup>th</sup> Edition, chapter By-Laws were revised in November of 2010 and approved by Principal Joseph Rajczak.

## Cohoes High School National Honor Society By-Laws

### *Article I – Name and Purpose*

Section 1. The name of this organization shall be the National Honor Society of Cohoes High School.

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 Cohoes High School.

Section 3. The rules and regulations of this chapter/ organization shall be vested in the national level of the National Honor Society.

Section 4. The operational control of the National Honor Society at the national level is sponsored by the National Council and the National Association of Secondary School Principals (NASSP).

### *Article II – The Chapter Advisor*

Section 1. The chapter advisor(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 advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions.

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

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

Section 5. The chapter advisor(s) shall be a member of the faculty, appointed annually by the principal and approved by the Board of Education.

### *Article III – Faculty Council and Principal*

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter advisor shall be a 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.

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, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

Section 5. Advisors may serve consecutive terms.

## ***Article IV – 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. Candidates become members when inducted at a special ceremony held annually on the first Wednesday following the Memorial Day Holiday.

Section 3. A National Honor Society member who transfers to Cohoes High School and brings a letter from the former principal or chapter advisor will be evaluated prior to admission. The advisor will review the delegate's records and documentation prior to accepting the student as a member in the new school's chapter. Transfer members must meet the new chapter's standards and criteria within one semester in order to retain membership.

Section 4. Members who resign or are dismissed are never again eligible for membership or its benefits.

## ***Article V – Selection of Membership***

Section 1. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

### **Scholarship:**

The scholarship requirement is an overall 85 based on a student's cumulative grade point average.

### **Leadership:**

The student who exercises leadership:

- \* Exercises positive influence on peers in upholding school ideals;
- \* Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability;
- \* Is a leader in the classroom, at work, and in other school or community actions; and,
- \* Is thoroughly dependable in any accepted responsibility.

### **Service:**

Actions that are undertaken by the student which 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, willing to sacrifice to offer assistance;
- \* Works well with others and is willing to take on difficult or inconspicuous responsibilities;
- \* Is willing to represent the class or school in inter-class and inter-scholastic competition; and,
- \* Shows courtesy by assisting visitors, teachers and students

**Character:**

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character consistently exemplifies desirable qualities of behavior based on the traits as put forth in the Character Counts program in Cohoes. Further, it can also be said that the student of character:

- \* Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- \* Demonstrates the highest standards of honesty and reliability
- \* Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and plagiarism; and, showing unwillingness to profit by the mistakes of others.

Section 2. To be eligible for membership the candidate must be a member of junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester, unless student is a transfer (refer to Article IV, Section 3).

Section 3. Candidates must have a cumulative academic average of 85. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 4. Students will fill out a community service activity form which will be reviewed by the Faculty Council, along with any other verifiable information about each candidate and his or her activities which define the candidate's leadership, service, and character.

Section 5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 7. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

Section 8. Those students selected are to be notified promptly and personally by the chapter advisor or printed letters.

Section 9. Printed copy of the chapter by-laws, including the selection process shall be available to the public through printed text in the Code of Conduct and online at the Cohoes City Schools District's website.

***Article VI - Dismissal***

Section 1. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws 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 under the same rules for disciplinary appeals in the school district.

## ***Article VII – Chapter Officers***

Section 1. President – runs monthly meetings, takes care of chapter business and compiles all materials for publication.

Section 2. Vice President – serves as liaison to the advisor(s) and Administration.

Section 3. Treasurer – manages and does bookkeeping for club fundraising/activities.

Section 4. Secretary – notifies members of meetings and creates certificates for inductees.

Section 5. Activities Coordinator(s) – publicizes and coordinates chapter wide service opportunities and tabulates service requirement hour log records.

Section 6. New officers shall be installed at a special ceremony.

## ***Article VIII – Meetings***

Section 1. Meetings will be held once a month, on the first Wednesday of every month.

Section 2. Special meetings approved by the executive committee may be called by the Chapter president or Chapter advisor.

## ***Article IX – Activities***

Section 1. The Activities Coordinator will publicize service activities at regular monthly meetings.

Section 2. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests.

Section 3. Each member shall be responsible for completing 10 hours of community service per semester. Members inducted within a semester are responsible for 5 hours.

Section 4. The responsibility of chapter records will be kept current and complete by the chapter secretary.

## ***Article X – Provisions for amending the bylaws.***

Section 1. The entire chapter, Faculty Council, Advisor and administration will approve any changes before they become the law of the organization.

# *Local Obligations*

The member obligations for the Junior delegates of the Cohoes National Honor Society are stipulated as follows:

I The student must maintain an overall GPA of 85.

II The student must not receive any referrals or reprimands (verbal or in writing) regarding inappropriate behavior, poor work ethic, or any other action that will reflect poorly on the Society or the school.

III Community Service. Student must complete ten (10) hours of community service by the academic school year. The participating organization must verify the time served (dates and times); the job(s) performed; and, provide a signature upon completion of service (Addendum I).

IV Club Participation. Student must participate in a minimum of one academic club. The club advisor should fill out the form in the back of this handbook (Addendum II) to document membership and participation.



## Addendum I

### Community Service Record

Name of Organization

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Name of Supervisor (Print Name)

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Signature of Supervisor

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Dates and Times Worked

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Tasks Performed

## Addendum II

### Club Participation Record

Name of Club

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Club Advisor(s)

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Meeting (dates/times)

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Participation/Activity

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Tasks Performed

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