



**HIGHLAND PARK
PUBLIC SCHOOLS**
HIGH SCHOOL

102 N 5th Ave, Highland Park, NJ 08904

PRINCIPAL MICHAEL LASSITER
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www.hs.hpschools.net



Chapter Bylaws
of the
Highland Park High School Chapter
of the
National Honor Society
Adopted: [October 2020]

ARTICLE I: NAME

The name of this chapter shall be the Highland Park Chapter of the National Honor Society of Highland Park High School.

ARTICLE II: PURPOSE

The purpose 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 Highland Park High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, New Jersey Principals and Supervisors Association, by participating in state functions when possible.



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Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- A. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- B. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Highland Park High School.
- C. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- D. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.



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Section 2. The selection of active members shall be held once a year during the second semester of the school year. [Note: Alternative or additional selection periods may be added.]

Section 3. Prior to the final selection, the following shall occur:

- A. Students' academic records shall be reviewed to determine scholastic eligibility.
- B. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form and provide a resume/personal statement for further consideration.
- C. The faculty council shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- D. The faculty council shall conduct interviews, review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.
- E. The faculty council criteria for selection should include the following:
 - a. Current GPA at or near 3.0 and above
 - b. Commitment to service and leadership in and out of the school
 - c. Conduct and responses during interview
 - d. Information provided on the information form, resume/personal statement, and other criteria demonstrates a clear commitment to the values of NHS

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

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter **are not required**.

Section 2. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords at graduation.



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ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected in October of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. 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 of the chapter, and serve as the official representative of the chapter at school and community functions.

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 and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be held monthly. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. **Members are expected to attend all chapter meetings.**



ARTICLE IX: REQUIREMENTS OF ACTIVE MEMBERS

Scholarship:

- Students must maintain a 3.0 GPA unweighted throughout the school year and not fail any class.
- Students must tutor 2 times minimum (1 hour session each) throughout the year, to HPHS students in need, and complete the [tutoring](#) form to confirm these hours. Any additional tutoring can count toward service hours (no more than 5 of your total hours).

Character:

- If a student is written up for cutting or behavioral issues, they will automatically receive a probation notice.
- Students will not be late to school more than 10 times, per semester, or a probation notice will be sent.
- Students cannot be losing credit in any class due to excessive absences, cutting class, etc., unless due to reasons confirmed with the advisor (i.e. family emergency, sickness).

Service:

- Seniors are to complete 25 hours of service projects throughout the school year and submit via this [form](#); Juniors are to complete 15 hours of service
 - These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration/faculty; be appropriate and educationally defensible; well planned, organized, and executed.
 - The chapter shall determine one or more service projects to complete as a group for each year (these hours will count towards the required 25)
- Students hours are submitted by marking period and once the deadline has passed the student can no longer submit hours from that time period. Students need to complete at least half of their required hours by the last school day of January and the other half by the last school day of May.
- Attendance at least one after school event (such as Back to School Night) is required.

Leadership:

- The qualities of leadership can come in various ways; sitting with GLOW during lunch, being the captain of a team, being a leader in the classroom (verified with a teacher), leadership in a church group, scouts, etc. Students will need to confirm where they show leadership or what leadership positions they have held by completing the [leadership form](#) by the last school day of May each year.



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ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Highland Park High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, 3.0, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. **Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.**

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- A. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- B. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.



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- C. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- D. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- E. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a [two-thirds](#) affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws 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, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on October 14, 2020

Signatures/Names of the Chapter Adviser and Principal.

Michael McCrae, Chapter Adviser

Michael Lassiter, School Principal