



**CHARACTER  
SCHOLARSHIP  
LEADERSHIP  
SERVICE**

**SUFFIELD HIGH SCHOOL  
SIGMA CHAPTER  
NATIONAL HONOR SOCIETY  
CHAPTER BYLAWS**

**ADOPTED:** September 9<sup>th</sup>, 2013

## **ARTICLE I: NAME**

The name of this chapter shall be the Sigma Chapter of the National Honor Society of Suffield 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 Suffield 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](http://www.nhs.us/constitutions).

### Section 2:

The chapter advisors are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

### Section 3:

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

[Article V, Section 1 of the National Constitution.]

### Section 4:

A Faculty Council consisting of five members will be appointed by the principal. The faculty council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions and warnings.

### Section 5:

Non-discrimination. 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, sex (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 Council and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

### Section 2:

Membership in this chapter shall be known as active members and graduate members. Active members become graduate members at graduation. Graduate 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 Suffield High School;
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative QPA (Quality Point Average) of 5.1 on a 6.0 scale;
- d. Upon meeting the grade level enrollment and QPA 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 advisors shall facilitate all Faculty Council meetings but are non-voting members.

Section 2: The selection of active members shall be held once a year during the first semester of the school year.

Section 3: Prior to the Faculty Council meeting to review candidates for selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility. (Students that meet the minimum QPA of 5.1);
- b. Students who are eligible scholastically and are not current members shall be notified by mail and asked to complete and submit an NHS Candidate Form, and a brief essay focused on character. Candidates will be asked to submit essays and completed forms to the chapter advisors by a published date. Any eligible students who are not interested in pursuing membership are also asked to decline in writing to the advisors indicating their intent not to pursue membership;
- c. The faculty shall be requested to evaluate all candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisors;
- d. The Chapter Advisors will compile and organize all the data about eligible students for the Faculty Council.

### Section 4:

The Faculty Council shall review the NHS Candidate Form, faculty evaluations and other relevant information to determine membership. Membership is determined by a simple majority vote of the five members of the Faculty Council.

### Section 5:

All eligible candidates for membership will be notified by mail of the decisions made regarding their membership. Students selected for membership will be asked to respond in writing as to whether they accept membership or not, and will also be informed of important dates regarding induction. Students not selected will be

given a brief explanation of the areas that the faculty council felt needed improvement. Non-selected students are also encouraged to contact the advisors for additional information if desired.

Section 6:

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 for the receiving school, if requested.

Section 7:

An active member of the National Honor Society from a different chapter who transfers to Suffield High School will be automatically accepted for membership in this chapter. The transfer student will have one semester to ensure that he/she is meeting chapter standards.

In these cases, the Sigma Chapter will obtain the verification of grades as quickly as possible from the sending school; the transferring student is obligated to provide proof of membership (i.e. pin, card, certificate, letter, etc.) from the school in which membership was originally conferred.

## **ARTICLE VI: OBLIGATIONS OF MEMBERS**

### Section 1:

Annual dues for this chapter shall be \$20. Members are also asked to pay an additional \$5 for a staff T-Shirt for the annual Volleyball Marathon. Dues will be payable to the chapter within 30 days of induction.

### Section 2:

Members will be required to attend bi-weekly chapter meetings and participate in several chapter sponsored activities.

### Section 3:

Members will be required to complete an Individual Service Project each year with a minimum of five service hours. Service Projects must be completed by June 1<sup>st</sup> of the school year.

### Section 4:

Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society. The emblems used by the chapter are the National Honor Society Pin and Stole. This includes graduating seniors who are permitted to wear the Stole at graduation.

### Section 5:

Any member who withdraws, resigns, or is dismissed from the chapter shall return the Honor Society Pin issued to them at the induction ceremony, to the chapter advisor.

## **ARTICLE VII: OFFICERS (EXECUTIVE COMMITTEE)**

### Section 1:

The officers of the chapter shall be president, vice president, treasurer, recording secretary, and the correspondence secretary.

### Section 2:

Student officers shall be elected in the spring, near the end of each school year. Leadership elections are held in the spring so that the Executive Committee is in place before the school year begins. All members returning in the fall who are 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:

Any active members who are seeking to be elected to the Executive Committee will be given an opportunity to address the general assembly at a designated time. Absences will not delay the process.

### Section 4:

Voting shall be by secret ballot.

### Section 5:

It shall be the duty of the president to preside at the meetings of the chapter, and serve as one of the official representatives of the chapter at school and community functions.

### Section 6:

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 7:

The recording secretary shall keep the minutes and attendance records for executive meetings and general assembly meetings.

### Section 8:

The correspondence secretary will be responsible for communicating chapter activities to the student body and to the community. S/He will be responsible for all official correspondence.

Section 9:

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

Section 10:

Officers and the faculty advisor(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.

Section 11:

The Executive Committee will meet weekly to review the minutes and notes from the prior general meeting and to set an agenda for the next general meeting.

Section 12:

Executive Officers will be held to the highest standards of the chapter. Any violations of chapter bylaws and expectations can result in the officer losing their leadership position within the organization. The Executive Committee member who is in violation of the chapter laws and expectations will be given an opportunity to discuss their case with the advisors and the faculty council, and the faculty council will make a decision as to the continued service of the student in question.

Section 13:

Replacing a removed Executive Committee Member - A removed Executive Committee member will be replaced by an open election for the vacant spot. In the case of the president being replaced, the vice-president will automatically become the president, and an election will be held for the vice-president.



## **ARTICLE VIII: MEETINGS**

### Section 1:

Regular general membership meetings of this chapter shall be bi-weekly and will be announced in advance. Meetings can be called weekly during times when there are major chapter activities on the calendar. (Meetings are usually held weekly during the annual Toy Drive and in preparation for the annual Volleyball marathon.) Special meetings can be called by the advisor or by the president with approval of the advisor.

### Section 2:

Members are expected to attend all chapter meetings and functions sponsored by the chapter.

### Section 3:

It is the responsibility of the members of the chapter to inform the Executive Committee, via a communication to the advisors of the chapter, of any known absences in advance. Notifications of pending absences should be done in writing and given to the advisors.

### Section 4:

Allowances are made for up to 4 general meeting or chapter activity absences. Once a chapter member reaches three absences, a letter will be sent by the Executive Board reminding the individual of his/her commitment. On the fifth absence, a letter will be sent again to remind the individual of their commitment, and requiring him/her to meet with the advisors to discuss the absences. If attendance continues to be a problem, the student may be asked to present their case to the faculty council, and may be removed from the chapter. All absences over the fifth may warrant the individual presenting their case to the faculty council.

## **ARTICLE IX: ACTIVITIES**

### Section 1:

The chapter shall determine chapter service projects for each year. All chapter members shall participate in these projects. The Sigma Chapter of the National Honor Society at Suffield High School has several annual chapter activities:

- a. An annual Readers are Leaders Activity in November wherein NHS members read to elementary students in the community;
- b. An annual Toy Drive during the two weeks after the Thanksgiving break. Toys are collected for disadvantaged individuals in the Hartford area;
- c. Caroling at a Senior Center in December;
- d. The annual volleyball marathon held in March to raise scholarship funds.

### Section 2:

Additional chapter projects are encouraged but must 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. All members of the chapter are encouraged to suggest new activities for the chapter.

### Section 3:

Each member of the chapter shall have the responsibility for choosing and participating in an individual service project (ISP) which reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute. Members should dedicate a minimum of five service hours to their ISP.

## **ARTICLE X: DISCIPLINE AND DISMISSAL OF MEMBERS**

### Section 1:

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Sigma Chapter of the National Honor Society at Suffield High School. 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 quality point average (QPA) falls below the standard in effect when he/she was selected (minimum cumulative QPA of 5.1 on a 6.0 scale), he /she will be given a written warning and a reasonable time period of one semester for improvement. If the cumulative quality 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. These violations include, but are not limited to:

- a. Driving while intoxicated;
- b. Stealing;
- c. Destruction of property;
- d. Cheating;
- e. Truancy;
- f. Possession of illegal substances;
- g. Selling, being in the presence of, or being under the influence of drugs or alcohol at school or school-related activities or in the community;
- h. Hazing or Bullying;
- i. Any offense resulting in suspension.

### Section 4:

Offenders of the school conduct code (such as use of profanity, disrespectful behavior, 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 advisor indicating the reason for consideration of dismissal;
- b. The member has a 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;
- 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 advisor;
- d. The Faculty Council's decision may be appealed to the building principal.
- e. A member who is dismissed or resigns will 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 two-thirds 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 V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).

These bylaws were Approved on September 9, 2013.

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Ms. Donna L. Hayward  
(Principal)

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Mr. Domenico Casolari  
(Advisor)

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Mrs. Deborah Pierce  
(Advisor)

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Mr. Benjamin Gee  
(President)