



**National Honor Society of Secondary Schools
New Braunfels High School
Landa Chapter
Bylaws**

Article I: Name

Section 1: The name of this organization shall be the National Honor Society (NHS) of Secondary Schools, New Braunfels High School (NBHS), Landa Chapter.

Section 2: The National Constitution shall serve as the general guideline for all Chapter functions. These Bylaws shall amplify sections of the National Constitution and clarify the operating procedures of the Chapter. The National Honor Society Handbook shall be consulted when issues arise that are not covered by the National Constitution or the New Braunfels NHS Bylaws.

Article II: Purpose

Section 1: 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 New Braunfels High School.

Article III: Role of the Principal, Faculty Adviser(s), Faculty Council, and Executive Committee

Section 1: In addition to the responsibilities listed under Article V of the National Constitution, the **Principal** shall 1) confer with the Faculty Council prior to challenging any selection or dismissal decision made by the Council; 2) confer with the Faculty Adviser prior to vetoing any activities and/or decisions of the Chapter; 3) communicate to the Faculty Adviser any issues concerning National Honor Society brought to his/her attention by members of the community that would directly impact the selection or dismissal of a student, or the reputation of the Chapter.

Section 2: In addition to the responsibilities listed under Article VI of the National Constitution, the **Faculty Adviser** shall 1) approve all Chapter activities; 2) read and develop a familiarity with the Constitution of the National Honor Society and the New Braunfels High School Chapter Bylaws; 3) attend meetings and functions, including those of the Faculty Council; 4) ensure that the Faculty Council follows national and local guidelines for procedure; and 5) provide written documentation to the Principal if the Faculty Council violates the National Constitution or the New Braunfels Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.



Section 3: In addition to the responsibilities listed under Article VII of the National Constitution, the **Faculty Council** shall 1) read and develop a familiarity with the Constitution of the National Honor Society and the New Braunfels High School Bylaws prior to making any decisions pertaining to selection or dismissal of students; 2) follow all stated guidelines and procedures in all aspects of the Chapter's activity; 3) consult with the Faculty Adviser concerning questions of policy and/or procedure and refer all questions from parents concerning the National Honor Society to the Faculty Adviser; 4) maintain objectivity and professionalism during the review of each case; 5) provide written documentation to the Principal if the Faculty Adviser violates the National Constitution or the New Braunfels Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Article IV: Membership Qualifications

Section 1: Membership in the New Braunfels Chapter of the National Honor Society is not a right or an elective position, but rather an honor and responsibility bestowed upon a student.

Section 2: Candidates must have completed their Sophomore year (10th Grade) of high school, be members of the Junior (11th Grade) or Senior (12th Grade) classes, and, in accordance with the Article IX, Section 1 of the National Constitution, candidates must have been in attendance at New Braunfels High School for the equivalent of one semester.

Section 3: Candidates must have achieved a cumulative weighted GPA of 5.7000 or above based upon the weighted 8.0000 scale. The GPA standard of 5.7000 is firm. GPAs are calculated to four decimal places and will **NOT** be "rounded" further for admission purposes.

Section 4: The GPA standard described in Section 3 will be based on the cumulative weighted GPA officially calculated by the Registrar at the conclusion of the previous school year. Pursuant to Article V, Section 2 of these Bylaws, the Landa Chapter **DOES NOT** and **WILL NOT** practice rolling admission. GPAs calculated at other times of the year will not be used for admission purposes.

Section 5: The Faculty Adviser will obtain a list of students meeting the scholastic standard from the Registrar and will issue to qualified students an invitation to pursue membership.

Section 6: Per the National Honor Society Handbook, 15th Edition, "A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules ..." Students meeting the scholastic standard will **NOT** be issued an invitation if there is a documented record of cheating, conduct violations, suspension, placement under an alternative education program, or expulsion in the previous year.

Section 7: Per Article VIII, Section 1 of the NHS Constitution, membership in local chapters is based on a record of outstanding scholarship, character, leadership, and service. The invitation is issued based on the candidate's scholastic achievements. The candidate must then demonstrate a record of character, leadership, and service in order to be admitted to the Chapter. The procedures for doing this are detailed in Article V of these Bylaws.



Section 8: Membership is **NOT** automatically conveyed simply because a student achieves the required scholastic standing. Membership is conveyed upon those students who follow the selection procedures and meet the selection requirements detailed in Article V of these Bylaws.

Article V: Selection Procedures

Section 1: Pursuant to Article VII, Section 4 of the National Constitution, the Faculty Council will develop and revise, when necessary, all Chapter procedures for selection and dismissal of members, all of which must remain in compliance with the national guidelines.

Section 2: In this age of technology and computer based grades, student GPAs change daily, sometimes hourly. However, the invitation and admission process is lengthy and costly. There is much documentation to be completed by both the Candidates for admission and the Faculty Adviser. Significant expenses are incurred by the Chapter for Induction. Therefore, the Landa Chapter **DOES NOT** and **WILL NOT** practice rolling admission. Invitations will be issued once annually, selection will take place once annually, and induction will take place once annually.

Section 3: Candidate invitations will be issued during the fall semester pursuant to the GPA standards described in Article IV of these Bylaws.

Section 4: Candidates desiring admission into the Landa Chapter must

1. complete and submit a Candidate Information Form.
2. submit character references from three persons **NOT** related (kin) to the candidate.
3. demonstrate, through the NBHS "Green Cord" Program database, a record of *at least* 15 community service hours.

Section 5: Per Article VIII, Section 1 of the NHS Constitution, membership in local chapters is based on a *record* (a history) of outstanding scholarship, character, leadership, and service. Community service should be *characteristic* (typical or normal behavior) of NHS members and candidates must demonstrate this in order to be admitted. New Braunfels High School students have the opportunity to record community service hours in the "Green Cord" database beginning with their 9th grade year. Candidates are not required to complete service hours between the date the invitation issued and the deadline for submission of materials, though they may do so if necessary.

Section 6: Candidates must submit **ALL** forms by the deadline established in their invitation. Candidates who do not submit **ALL** required materials by the deadline will **NOT** be considered for membership.

Section 7: Submission of the Student information form and Reference Forms also do **NOT** guarantee selection into membership.



Section 8: The Faculty Adviser shall present the candidate information to the Faculty Council for evaluation. Each candidate's information is reviewed and weighed against the selection criteria established by the National Constitution, the NHS Handbook, and the NHS Bylaws.

Section 9: The Council may request interviews with candidates, if needed, to further define the candidate's leadership, service, and character.

Section 10: The selection of each member to the Chapter shall be by majority vote of the Faculty Council.

Section 11: Students are notified of their selection or non-selection by email, delivered to them at the email address(es) provided by the candidates on their Candidate Information Forms. Non-selection only will be followed up with a letter delivered by U.S. Mail.

Article VI: Induction

Section 1: Candidates for induction shall attend an information meeting. Attendance at this meeting is mandatory. The agenda for the meeting will include an explanation of candidate selection, an overview of the National Honor Society purpose and Bylaws, the requirements for remaining in the program, and information regarding the induction ceremony. Candidates who are absent from this meeting must make arrangements to meet with the Faculty Adviser prior to the induction ceremony in order to proceed with induction.

Section 2: Candidates accepting membership shall sign and return the Member Contract. (Addendum 2) prior to Induction. Candidates who do not sign and return the Member Contract will not be eligible to participate in the Induction ceremony.

Section 3: Pursuant to Article VIII, Section 4 of the National Constitution, candidates become members when inducted at a special ceremony. Candidates absent from the induction ceremony and submitting appropriate justification for the absence (pursuant to the school district's posted absence policy) will be inducted at the next Chapter meeting.

Article VII - Nonselection

Section 1: Students who have achieved the required scholastic standing for membership but who are not selected for membership may submit an appeal in writing to the Principal.

Section 2: The Principal shall hear all appeals from non-selected students. Following discussion with the Faculty Adviser, the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the principal may ask the Faculty Council to reconvene to review the situation.



Article VIII - Maintaining Membership

Section 1: Recognizing that membership in the National Honor Society is a privilege, **NOT** a right, members are expected to exhibit outstanding standards of scholarship, leadership, character and service both on and *off* campus. Members are expected to at all times adhere to the Member Contract. Conduct at a *private* event that violates the Member Contract can result in dismissal.

Section 2: Pursuant to Article X, Section 2 of the National Constitution, members must maintain a cumulative GPA equivalent to an 85 or above on a 100 point scale.

Section 3: Pursuant to Article IV, Section 4 of the National Constitution, members shall pay annual membership dues of \$20.00.

Section 4: Members shall attend Chapter meetings. Absences will be “excused” or “unexcused” in accordance with school policy.

Section 5: Pursuant to Article XIV, Sections 1-3 of the National Constitution, members shall continue, as members, to demonstrate a record of community service. Members must accumulate, document, and record at least 60 total community service hours by May 1st of their senior year in order to be recognized as an NHS graduate in the graduation bulletin and to have NHS membership noted on their diploma. Members may include hours earned all four years of high school (9th – 12th grade).

Section 6: Members are responsible for arranging for their own community service hours, for documenting these hours in the Green Cord database, and for uploading the corresponding service documentation forms. Service for which the student receives compensation is **NOT** considered community service. Service hours are subject to approval by the Principal.

Section 7: A chapter member who fails to meet the attendance, service, or monetary requirements of membership is **NOT** in “good standing” with the organization. Pursuant to Article VIII, Section 5 and Article XV, Section 2 of the National Constitution, members must be in “good standing” in order to be eligible for NHS scholarships, wear NHS insignia, and/or be recognized at graduation events. Members who fail to correct deficiencies of membership are subject to dismissal pursuant to Article X of these Bylaws.

Article IX - Wearing NHS Insignia

Section 1: NHS insignia includes pins, patches, collars, stoles, clothing, or any other badge bearing the NHS emblem that represents the wearer as a member in good standing of the National Honor Society.

Section 2: In accordance with Article XV, Section 3 of the National Constitution, active, graduate, or honorary members in good standing with the Chapter shall be entitled to wear the NHS emblem.



Section 3: Members who have not fulfilled the requirements of membership or are placed on disciplinary or academic probation by the Faculty Council are **NOT** in “good standing” with the organization and may **NOT** wear NHS insignia until good standing is restored.

Section 4. In accordance with Article XV, Section 4 of the National Constitution, any member who resigns or is dismissed shall return NHS insignia to the Chapter adviser.

Article X - Dismissal

Section 1: The Faculty Council in compliance with the rules and regulations of the National Honor Society shall determine the procedure for dismissal.

Section 2: Recognizing that membership in the National Honor Society is a privilege, **NOT** a right, members are expected to exhibit outstanding standards of scholarship, leadership, character and service both on and *off* campus. Members are expected to at all times adhere to the NHS Member Contract and the Student Code of Conduct published by the New Braunfels Independent School District. A student’s actions or conduct at a *private event* which violates the member contract, if brought to the attention of the school, will be investigated and may result in dismissal.

Section 3: Chapter members who fail to meet the attendance, service, or monetary requirements of membership shall be warned in writing by the Chapter Adviser and given a reasonable amount of time to correct the deficiency. Students who fail to correct these deficiencies are subject to dismissal.

Section 4: Should a need for a dismissal hearing arise, this will be scheduled by the Faculty Adviser before the Faculty Council. The Faculty Adviser will provide members with written notification of impending dismissal hearings. Members and their parents have the right to attend dismissal hearings and to state their cases orally or in writing.

Section 5: A member who flagrantly violates the law, the New Braunfels High School Student Code of Conduct or the National Honor Society Member Contract may be dismissed without warning.

Section 6: National Honor Society members are expected to do their own school work and not take academic “shortcuts.” National Honor Society members do not cheat or tolerate members who cheat.¹

The New Braunfels ISD Student Code of Conduct prohibits “academic dishonesty including cheating, copying the work of another, plagiarism, or unauthorized collaboration with another person in preparing an assignment.”² Cheating includes, but is not limited to, providing answers to other students or receiving answers from other students, copying another student’s work, allowing another student to copy work, plagiarism of any kind, the unauthorized use of present

¹ Based upon the Texas A&M University Student Code of Conduct.

² NBISD Student Code of Conduct, pg. 10.



or former students' work (in verbal, printed or electronic form) and/or otherwise using equipment or materials that the teacher did not authorize or specify for use in the completion of projects, assignments or tests.

Academic cheating "cuts to the heart of the purpose of higher education and the pursuit of knowledge"³ so valued by the National Honor Society. In addition to violating the NBISD Student Code of Conduct, the NBHS National Honor Society believes cheating indicates a lack of character. Cheating is therefore considered a flagrant violation of the NBISD Student Code of

Conduct, the character standards required of all National Honor Society members and the character pledge signed by National Honor Society members. Pursuant to Article X, Section 5 of these Bylaws, members found cheating will be immediately dismissed from the National Honor Society.

Section 7: For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 8: 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.

Section 9: Dismissed members will never again be eligible for membership or its benefits.

Article XI - Resignation

Members who resign the Chapter must notify the Faculty Adviser in writing of their resignation. Members who resign the Chapter never again be eligible for membership or its benefits.

Article XII - Meetings

Pursuant to Article XIII, Sections 1 and 2 of the National Constitution, the Chapter shall have called meetings during the school year in accordance with school policy and regulations. An attempt shall be made to hold, at minimum, one meeting each six weeks.

Article XIII - Duties and Responsibilities of Chapter Officers

Section 1: Officers of the New Braunfels Chapter of the National Honor Society should attempt to foster enthusiasm for scholarship, stimulate a desire to render service, promote leadership and the development of character. They should seek to develop a culture of pride and respect within the school and establish a history of fairness and consistency.

³ Lambert, E., Hogan, N., Barton, S., (2003). Collegiate Academic Dishonesty Revisited: What Have They Done, How Often Have They Done It, Who Does It, And Why Did They Do It? *Electronic Journal of Sociology*. Retrieved 03/03/2009 from http://www.sociology.org/content/vol7.4/lambert_etal.html



Section 2: The Officers of the New Braunfels High School Chapter of the National Honor Society shall be President, Vice-President, Secretary, and Historian/Reporter. Their duties include:

- Assist in planning activities for the Chapter.
- Be present at and participate in Chapter meetings.
- Assist the Adviser in taking role at the Chapter meetings.
- Be present at and participate in the Induction Ceremony.
- Assist the Adviser in the delivery of Chapter materials and/or correspondence.
- Set an example of scholarship, leadership, character and service for others to follow.

Additional responsibilities include:

1. **President**

- Preside at Chapter meetings and the Induction Ceremony.
- Represent the NBHS Landa Chapter of the NHS at public occurrences.

2. **Vice-President**

- Preside in the absence of the President.

3. **Secretary**

- Send email blast reminders to members to remind them of monthly meetings and other Chapter events.
- Provide monthly meeting reminder announcements to the Broadcast Teacher on the Monday or Tuesday before the monthly meeting.
- Serve as the Chapter Liaison to the Rachel's Challenge Program and facilitate the participation of the Chapter in Rachel's Challenge activities.

4. **Historian-Reporter**

- Take photographs at Chapter meetings and events and submit them to the Yearbook Teacher and the NHS Faculty Adviser.
- Submit press releases and photographs to the NBISD District Information Officer and local newspapers.
- Bind a collection of photographs and documents for the school year in the NHS scrapbook.

Article XIV - Election/Removal/Replacement of Officers

Section 1: Officers will be elected to serve a term of one school year. The elections may be held in the spring for the forthcoming school year. In the event elections cannot be held or offices are not filled in the spring, elections will be held at the start of the fall semester.

Section 2: Officer positions are open to students who will be seniors in the year the office will be held.



Section 3: Interested members must file an “Application for Office” with the Adviser during the period specified by the Adviser. The Adviser will use completed applications to prepare the ballots and post the slate of candidates. Elections will be held at the next general meeting.

Section 4: Office winners will be determined by majority vote of members present at the general meeting. There is no early or absentee voting.

Section 5: Candidates are encouraged to campaign for office. Each candidate will have the opportunity speak to the Assembly on election day regarding their qualifications and commitment.

Section 6: Elections for each office will be by separate, secret ballot. The order of elections shall be President, Vice-President, Secretary, and Historian/Reporter. The votes will be tabulated by the adviser and the winner of each election announced immediately after tabulation of the ballots.

Section 7: The removal of officers may be affected by a 2/3 vote of the membership. Written documentation detailing the reason(s) for removal shall be provided to the officer facing removal by the Faculty Adviser, and the officer shall have an opportunity to defend himself/herself before the membership.

Section 8: Officers may be removed from office by the Faculty Council as a result of disciplinary action.

Section 9: In the event an office comes open during the school year, the procedure outlined in Sections 2 through 6 above will be followed in order to fill the vacancy.

Article XV - Amending the Bylaws

If changes to the bylaws become necessary, those changes shall be proposed in writing, reviewed by the Faculty Council, distributed to the membership for review, and brought to a vote. A 2/3 vote of the membership is required to amend the bylaws. Changes to the selection procedures, discipline procedures, and dismissal procedures may only be made by the Faculty Council.



**National Honor Society of Secondary Schools
New Braunfels High School
Landa Chapter
Member Contract and Character Pledge**

I, _____, have read the Bylaws of the Landa Chapter of

(Please print clearly)

the National Honor Society and am familiar with the contents. I understand that selection to membership is not only because of my scholastic achievements, but because I have achieved a reputation of leadership, service and character in my community. I understand that membership in the National Honor Society is a *privilege*, not a right, and that I have a responsibility to fulfill the membership requirements and to uphold the standards of scholarship, leadership, character and service used as the basis of my selection. I understand that, as a member of this organization, a leader, and an example to others, my actions *do* bear a stricter scrutiny. Accordingly, I pledge to uphold the standards of the National Honor Society and to honor the NBHS Student Code of Conduct. I pledge to fulfill all membership requirements including paying annual dues, participating in chapter activities, and submitting the required service hours. I pledge not to cheat in my schoolwork or in any other activity in which I am involved. I pledge to avoid the illegal use of drugs, alcohol or tobacco and to conduct myself morally. I pledge to remove myself from situations where illegal or inappropriate activities are occurring. I pledge to display at all times, both on and off campus, the good judgment, behavior, and attitude that reflect positively on myself and on the entire school community.

I understand that failure to fulfill the requirements of membership may result in my dismissal from the National Honor Society. I understand that my actions or conduct at school, in a *private setting* (such as a private party), or my postings on a public website which indicate that I have violated my pledge, if brought to the attention of the school, will be investigated, and may result in my dismissal from the National Honor Society.

Student Name (printed)

Student Signature

Date Signed

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date Signed