Forward
The NHS chapter handbook is compiled yearly with the hope that it provides students, faculty, and parents with information they might need to understand the nature of the National Honor Society, the selection process, and the benefits and responsibilities of membership. All AHHS juniors and seniors interested in pursuing membership are presented with a copy of the Handbook at an informational meeting held in mid-Fall shortly after qualifying GPA’s are announced by the Counselors’ Office.

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Selection and Membership

Membership in NHS is not a “right” based on a high GPA; rather it is an honor bestowed or not bestowed upon a student because (s)he has or has not unquestionably demonstrated qualities of excellence in all four of the following areas: scholarship, leadership, service, and character. A qualifying GPA of 94.000 (scholarship) is determined by the Counselors’ Office, after which Information Forms for documentation of leadership, service, and character are distributed during a mid-Fall meeting of potential members and the chapter sponsors.

Once the Information Forms have been completed, signed, and submitted, they become the property of NHS. An additional signed form must also accompany the Information Forms authorizing the NHS to compile teacher recommendations, examine conduct records, and verify activities. After all the records and Information Forms are compiled, they are submitted to the Faculty Council for study. The Faculty Council then meets to decide whether or not to bestow the honor of membership.

Although the Council’s decision is final, students not selected for the honor may choose to discuss various ways they might improve their qualifications with the sponsor(s) before the next selection period, and they may resubmit information the next year if the scholarship requirement is still met. All students submitting information for consideration will be notified of selection or non-selection by mail.

The sponsors, principal, and Faculty Council are under no obligation to reveal information concerning non-selection.

Selected students must be inducted into the chapter in order to be a member of the National Honor Society.
From the *National Honor Society Handbook*

The student who exercises **leadership**

1. Is resourceful in proposing new problems, applying principles and making suggestions;
2. Demonstrates initiative in promoting school activities;
3. Exercises influence on peers in upholding school ideals;
4. Contributes ideas that improve the civic life of the school;
5. Is able to delegate responsibilities;
6. Exemplifies positive attitudes;
7. Demonstrates academic initiative;
8. Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding demonstrates reliability and dependability;
9. Is a forerunner in the classroom, at work, and in school or community activities; and
10. Is thoroughly dependable in any responsibility accepted.

The student who **serves**

1. Is willing to uphold scholarship and maintain a loyal school attitude;
2. Participates in some outside activity (Girl or Boy Scouts, church groups, volunteers services for the aged, poor, or disadvantaged, family duties);
3. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance;
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities;
5. Cheerfully and enthusiastically renders any requested service to the school;
6. Is willing to represent the class or school in inter-class and inter-scholastic competition;
7. Does committee and staff work without complaint; and
8. Shows courtesy by assisting visitors, teachers, and students.

The student of **character**

1. Takes criticism willingly and accepts recommendations graciously;
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability);
3. Upholds principles of morality and ethics;
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.;
5. Demonstrates the highest standards of honesty and reliability;
6. Shows courtesy, concern, and respect for others;
7. Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside the classroom;
8. Manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, and shows unwillingness to profit by others’ mistakes;
9. Has powers of concentration and sustained attention as shown by perseverance and application to studies; and
10. Actively helps to rid the school of bad influence or environment.
A member must continue to demonstrate the qualities for which (s)he was selected:

*Members must maintain at least a 94.000 GPA.* Grade averages are monitored each semester to determine whether or not this requirement is met. If a member’s average falls below the required 94.000 average, (s)he will be placed on probation and given a period of one semester to restore the GPA to a 94.000 or better. All grade averages are based on the cumulative grade point average.

*Members must continue to demonstrate excellence in character.* Disciplinary problems, reports of attitude or honesty problems, or less than satisfactory conduct grades will result in action by NHS. A student who earns an N in conduct will be put on probation; more than one N or a U in conduct will send the case to the Faculty Council, who will decide on probation or dismissal. A member is never automatically dismissed.

*If selected, students must participate in the chapter’s formal induction ceremony.* Members who resign or are dismissed are never again eligible for membership.

*Members are expected to attend all meetings.* If attendance is impossible, the member must present a WRITTEN note of explanation to the sponsors in advance of the meeting, or face probation.

*Members of this chapter are required to participate in all chapter projects.* If a complication exists, it must be documented and discussed with the sponsor(s) prior to the project. A make-up project may be permitted. All projects must be completed and documented no later than the applicable due dates for the fall and spring semesters. (The actual due dates are subject to change by the sponsor(s), should the dates fall on weekends or holidays.) If a member fails to complete the required projects, (s)he is subject to dismissal from the society. Seniors on probation for any reason during the spring semester risk losing the honor of NHS recognition during graduation.

**Service Requirements**

Members of the National Honor Society must participate in the organization’s service projects and individual service projects in accordance with the Chapter By-Laws. NHS service projects have the following parameters: a) They fulfill a need within the school or community; b) They have the support of the administration and faculty; c) They are appropriate to the situation; d) They are well-planned, organized, and executed.

**Conduct Grade Check**

Each member must ask an officer or sponsor to review his/her conduct grades within five school days of distribution of report cards. A member who does not follow this procedure is no longer a member in good standing and will be assessed an additional service project which must be documented within the next grading period.
Excellence in Character as Required for Selection

Students who are selected for membership must demonstrate excellence in character. The character aspect of the selection is based on three sources of information: (1) Teacher recommendations, (2) citizenship grades, and (3) discipline reports on file in the Principal’s office. No single teacher recommendation will determine a student’s selection. The highest and lowest teacher recommendations will be dropped to ensure that extremes will neither prohibit nor guarantee a student’s selection. The teacher evaluations are not “votes” from the faculty. Instead, the cumulative information is used by the Faculty Council as it weighs all available input pertaining to the potential NHS member prior to voting for selection or non-selection.

The Faculty Council

The NHS Faculty Council is appointed by the Principal each year. The five members may be appointed for consecutive terms. The Faculty Council is composed of teachers from various departments on the school campus. The Faculty Council’s responsibilities include the selection of new members, dismissal determinations, and setting standards of membership excellence. Faculty Council decisions are made by majority vote. Chapter sponsors serve as non-voting members of the Faculty Council.

Probation

A student who does not maintain the membership requirements described or who fails to maintain the standards of excellence for which (s)he was selected may be placed on probation or dismissed by a majority vote of the Faculty Council. Probation is a warning given by the sponsor(s) to a member whose NHS standing is in jeopardy. The warning will be written and must be signed by the student and a parent, then returned to the sponsor to ensure that all parties are aware of the possibility of dismissal from NHS membership.

The written, signed warning is intended to help the NHS member make up any deficiencies for which (s)he is placed on probation. The warned student is given a reasonable amount of time to bring his/her performance up to the required standard. If a member’s GPA falls below the required 94.000, the student has one semester to bring the average back up. In a case of an “N” in citizenship, the student will be placed on probation by the sponsor(s) at the first occurrence. In the case of a second “N” or the very first occurrence of a “U,” the Faculty Council will review the student’s records. The student also faces the possibility of dismissal from the organizations.

In a case of behavior referrals to an Assistant Principal for discipline, the member will be placed on probation immediately, and the Faculty Council will determine if further action should be taken. At the second behavior referral for any reason, the student faces the possibility of dismissal.
Chapter Sponsors

The chapter sponsors are responsible for directing the day-to-day supervision of the organization and for serving as liaisons between the faculty, administration, students, and community. Chapter sponsors regularly review each member’s records for compliance with NHS standards and obligations. They serve as non-voting members of the Faculty Council.

Dismissal

Any student who does not maintain NHS membership requirements may be placed on probation and given a reasonable amount of time to correct the deficiency. An exception to this rule may occur in the case of flagrant violation of school rules or civil law. In such a case, the student does not necessarily have to be warned.

In all cases of impending dismissal, the student has the right to a hearing by the Faculty Council. The parent of a student recommended for dismissal will be notified when the recommendation for probation or dismissal is made by the Faculty Council.

A dismissed member may appeal the Faculty Council’s decision under the same rules for disciplinary appeals set by the Alamo Heights Independent School District.

Officers

Officers are self-nominating. Officers are elected in the spring semester to serve the following year. Sponsors have the right to appoint additional officers as they deem necessary.

All officers are expected to:  
 a) attend all executive and general meetings;  
 b) participate in the induction of new members;  
 c) oversee and assist in NHS projects; and  
 d) notify the sponsors should problems occur.

General chapter meetings during August 2002 and September 2005 included amendments to Article IV (Officers) and Article IX to increase the number of officers and amend duties. Officers and duties may include as follows, plus other duties as assigned by the sponsor(s):

The President  
 a) calls, conducts, oversees, directs, and organizes chapter meetings;  
 b) represents the chapter;  
 c) directs the induction ceremony;  
 d) meets weekly with the sponsors as needed and requested;  
 e) oversees and assists with all NHS projects;  
 f) prepares and maintains accurate officer information records, and  
 g) notifies the sponsors of any problems that might occur.
The Vice-President  
a) acts in the President’s absence;  
b) performs duties delegated by the President and/or sponsors;  
c) administrates the spring officer elections, and  
d) publicizes the chapter’s activities.

The (2) Projects and Service Coordinators  
a) maintain and post notices of service possibilities;  
b) prepare and distribute service hours record forms;  
c) maintain records of members’ hours;  
d) contact responsible adults concerning service questions/information;  
e) report members’ service deficiencies to sponsors; and  
f) assist sponsors with letters to members regarding service problems.

The Secretary  
a) takes minutes and makes copies for sponsors’ records;  
b) conducts correspondence such as invitations, bulletins, thank-you notes;  
c) maintains an accurate roster of NHS members;  
d) maintains attendance rosters and assists sponsors with letters regarding  
attendance matters; and  
e) assists Projects and Service Coordinators with records.

The Treasurer  
a) collects, records, and deposits monies with AHHS office secretaries and  
NHS sponsors;  
b) reports members’ dues deficiencies to sponsors;  
c) coordinates all money-making events;  
d) coordinates and distributes yard sign sales; and  
e) coordinates sales of NHS jewelry, tee shirts, etc.