

National Honor Society
Wallace Rider Farrington High School
1564 North King Street
Honolulu, Hawaii 96817
(808) 305-5070
Mrs. Rhemie Lewis, Adviser

NATIONAL HONOR SOCIETY BY-LAWS

ARTICLE I:

Name and Purpose

Section 1. The name of this organization shall be the Wallace Rider Farrington High School's Chapter of the National Honor Society of Secondary Schools (NHS).

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 secondary schools.

Section 3. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

Section 4. The Wallace Rider Farrington High School Chapter of the National Honor Society of Secondary Schools accepts the constitution of the National Honor Society. In addition to the constitution, this chapter will be guided by its ByLaws.

ARTICLE II:

Requirements for Membership

Section 1. Membership in this chapter is an honor bestowed upon a student. Selection for membership is by vote of the faculty board and is based on outstanding scholarship, service, leadership, and character. Once selected members have the responsibility to continue to demonstrate these qualities.

Section 2. Members of this chapter shall be known as active and graduate. Members become active members once their applications have been accepted, cumulative GPA validated, and member goes through induction ceremony. Active members become graduate members at graduation.

Section 3. To be eligible for membership in this chapter, the candidate must have been in attendance for a period of one semester at Wallace Rider Farrington High School and shall be members of the sophomore, junior, and senior classes. All candidates will have a cumulative grade point average of 3.500 or higher on a 4.000 scale. Candidates must be primarily enrolled in college-bound courses.

Section 4. An NHS member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor will automatically be accepted as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. Membership in this chapter shall be based upon a process that evaluates candidates on all of the following qualities:

Scholarship:

The requirement of this quality is based upon a student's cumulative grade point average, which must be at least 3.500 on a 4.00 scale. This scholastic level of achievement shall remain fixed.

Service:

Service is generally considered to be those actions 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. (For NHS purposes the organization must be registered as a non-profit organization.)

The student who serves:

- I. Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- II. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- III. Cheerfully and enthusiastically renders any requested service to the school.
- IV. Is willing to represent the class or school in interclass and interscholastic competition.
- V. Does committee and staff work without complaining.
- VI. Participates in some volunteer activity outside of school (i.e. Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, etc.)
- VII. Mentors persons in the community or students at other schools.
- VIII. Shows courtesy by assisting visitors, teachers, and students.

Leadership:

The criterion for this quality is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified.

The student who exercises leadership:

- I. Is resourceful in proposing new problems, applying principles, and making suggestions.
- II. Demonstrates initiative in promoting school activities.
- III. Exercises positive influence on peers in upholding school ideals.
- IV. Contributes ideas that improve the civic life of the school.
- V. Is able to delegate responsibilities.
- VI. Exemplifies positive attitudes.
- VII. Inspires positive behavior in others.
- VIII. Demonstrates academic initiative.
- IX. Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- X. Is a leader in the classroom, at work, and in other school or community activities.
- XI. Is thoroughly dependable in any responsibility accepted.
- XII. Is willing to uphold scholarship and maintain a loyal school attitude.

Character:

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

The student of character:

XIII. Take criticism willingly and accepts recommendations graciously.

XIV. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability.)

XV. Upholds principles of morality and ethics.

XVI. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

XVII. Demonstrates the highest standards of honesty and reliability.

XVIII. Regularly shows courtesy, concern, and respect for others.

XIX. Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.

XX. Have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.

XXI. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

XXII. Actively helps rid the school of bad influences or poor environment.

Section 6. The description of the selection procedure shall be available in a timely fashion to all students and parents of the school. The selection process shall be consistent with the rules and regulations of National Honor Society.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 8. The faculty board shall reserve the right to award honorary membership in recognition of exchange students with outstanding NHS qualities, a student who has a handicap, which prevents the student from fully meeting the requirements for membership, or other special situations.

ARTICLE III

Selection of Members

Section 1. Students who fulfill the aforementioned requirements for membership must provide a list of their most current course schedule, submit four (4) letters of recommendation - one for each pillar, write an essay based on the the topic of character suggested by the current NHS faculty board and adviser and provide a list of activities/awards/recognitions received in their high school years. Students will complete a Candidate Information Form.

Section 2. Any member of the faculty may propose to the board the names of students eligible for membership in the chapter.

Section 3. Any and all outside sources of information, not originally included in a student's Candidate Information Form, that is brought to the attention of the faculty board will be verified and carefully considered in selecting members. The information provided may influence eligibility into the National Honor Society.

Section 4. All candidates accepted into the chapter must receive a unanimous vote of acceptance by the members of the faculty board.

Section 5. Once accepted a member is expected to support and participate in NHS activities. Members are required to attend the induction ceremony, banquets, quiz bowls, service projects, and any other activity organized by the society.

Section 6. Once accepted, members must maintain high standards of character, academic excellence - 3.500 and above GPA, leadership and service - 20 hours of service per term. Failure to maintain these qualities may result in dismissal from the organization. Any member who is on probation for two (2) periods during their membership will be dismissed and never again be eligible for membership in the National Honor Society.

Section 7. In case(s) of non-selection, candidates for membership may not petition the faculty board for an appeal or hearing.

Section 8. Any active member of the National Honor Society who transfers to this school will automatically be accepted into the society. This member must submit written verification from the principal and/or adviser of the school and chapter of the original acceptance. Once accepted into this society, the member must maintain standards set by this chapter as outlined in ByLaws. Failure to do so will result in dismissal as outlined in Article X: Dismissal.

ARTICLE IV: *The Core/Officers*

Section 1. The core members of this chapter shall be a president, vice president, treasurer, secretary, historian, and adviser.

Section 2. The officers of this chapter shall be a president, vice president, treasurer, secretary and historian.

Section 3. Refer to Article XIV: Addendums to find a detailed outline of each core member's job description.

Section 4. It shall be the duty of the core members to attend all meetings/events/functions.

Section 5. To run for office, candidates must be active members of the chapter. Nominations for the succeeding school years officers shall be held at the March chapter meeting with elections occurring during the following March meeting. A majority of votes cast shall be necessary to elect any officers of this chapter.

Section 6. The majority of votes cast shall be necessary to elect any officer of this chapter. Individuals may run for a secondary office if there are NOT already two (2) nominees for the second office. Any office not filled will be filled via appointment by the Chapter Adviser.

Section 7. Officers will be installed at the annual induction or graduation ceremony held in the spring. Incoming officers will work with the present officers to ensure a smooth transition for the following year.

Section 8. Officers will be removed if they fail to fulfill their responsibilities. In addition, any violations of established school regulations and/or not upholding the standards of the National Honor Society would result in removal. The faculty board

decides upon removal of officers and appointment of a vacant office is determined by the Chapter Adviser and approved by the faculty board.

ARTICLE V:
Faculty Board

Section 1. The faculty council, as outlined in NHS Constitution, shall be referred to as the faculty board.

Section 2. The faculty board shall consist of five faculty members who are to be approved by the principal. No administrator may be included in the faculty board.

Section 3. When necessary, the faculty board shall meet to select members and to consider dismissal, non-selection, and warning cases.

Section 4. When necessary, the faculty board shall meet to approve amendments to this chapter's ByLaws.

Section 5. The faculty board shall be an advisory board to the membership.

Article VI:
Supervision

Section 1. The activities of this chapter shall be subject to approval of the adviser.

ARTICLE VII:
Activities

Section 1. The chapter shall plan one or more long-term service projects for each year.

Section 2. The activities and projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

Section 3. Each member shall have the responsibility for participating in chapter activities and projects.

Article VIII:
Meetings

Section 1. The general meetings of this organization shall be held twice a month, time permitting. The chapter reserves the right to cancel meetings that are not necessary.

Section 2. If a meeting cannot be held during a week due to uncontrolled situations, the meeting may be rescheduled to the following week.

Section 3. The day and time of the meeting will be decided upon by a majority of the membership.

Section 4. Special meetings may be called by the adviser or the president.

Section 5. All meetings are open and shall be under the sponsorship of the adviser.

Section 6. Refer to Article IX: Attendance for the policy on attendance of chapter meetings.

Section 7. Refer to Article XIV: Addendums for the policy on attendance of services.

ARTICLE IX:
Attendance

Section 1. All active members shall be required to attend all chapter meetings (unless the meeting is cancelled).

Section 2. Members may not miss any chapter meetings without an excused absence. However, special allowances may be made for students who are enrolled in early college and cannot attend the meetings because they are attending a class.

Section 3. Failure to attend required chapter meetings warrants possible Faculty Board hearing regarding continued NHS membership without further warnings.

Section 4. Unless the member's name appears on the school's official attendance record as an excused absence the day a chapter function is missed, it is the responsibility of the member to provide appropriate documentation for an excused absence within one week of the function. Failure to provide documentation will result in an unexcused absence.

Section 5. Any member that is 10 minutes or more late to an NHS chapter meeting will be considered as missing the meeting and will be subject to any consequences related to missing said meeting.

Section 6: Probation shall be defined as having 3 unexcused absences (and/or tardiness) for meetings and community services, or falling below the eligibility requirements.

ARTICLE X:
Dismissal

Section 1. Any member who falls below the standards, which were the basis of selection (scholarship, leadership, service, and character) will be placed on probation and given a warning with a date specifying how long the member has to correct the deficiency. In the case of a flagrant violation of school rules (cheating, lying, skipping classes, insubordination, conduct unbecoming a NHS member, etc) or conviction of any state or federal crime, the faculty board will determine if the violation warrants a warning or is grounds to initiate immediate dismissal procedures based on the circumstances and evidence of the incident.

Section 2. Any member who is on probation for two (2) periods during their membership for falling below the standards, which were the basis of selection, will be dismissed from Wallace Rider Farrington High School's Chapter of the National Honor Society of Secondary Schools. Please note that should a member be dismissed, that member will no longer be able to claim membership in NHS, nor is that member be eligible for membership again.

Section 3. Members on probation may petition the faculty board for a hearing before dismissal. Petitions will be in writing, and each case will be evaluated by the faculty board by its own merits.

Section 4. In all cases regarding possible dismissal, a member will receive a written notice of the nature of the violation and be given an opportunity to respond either in

writing or orally to the faculty board and explain his or her view of the circumstances. If the member chooses to not respond in writing or orally to the faculty board and explain his or her view of the circumstances, the faculty board will rule given the information provided by the officers and/or sponsor(s).

Section 5. Once the faculty board come to a decision, dismissal vs. non-dismissal, the decision is final, given that a student has been given the opportunity to respond.

Article XI:
Pledge & Attire

Section 1. All meetings will begin with the pledge adopted by the chapter.

Section 2. Members are encouraged to wear their NHS pins and/or shirts at all meetings and functions.

Article XII:
Dues

Section 1. The annual fees for each member shall be determined by the chapter. However, individual dues may not exceed twenty-five dollars.

Section 2. In addition to member dues, a member may also be required to purchase a NHS stole for graduation.

Article XIII:
Amendments

Section 1. The ByLaws may be amended by a two-thirds vote of the core members, provided that the proposed amendment is approved by the adviser and faculty board and falls within the national guidelines of the National Honor Society of Secondary Schools.

Section 2. All amendments shall be submitted to the faculty board for a final vote.

Article XIV:
Addendums

Section 1. There shall be two supporting documents attached to the constitution: 1) Job Descriptions of Core Members and 2) Policy on Attendance and General Requirements

Job Descriptions of Core Members in Farrington High School's Chapter of the National Honor Society

<p>President</p> <ul style="list-style-type: none"> • Puts together agendas for general and core meetings • Runs general and core meetings • Oversees other core members • Directly communicates with/informs adviser • Supervises all activities • Spearhead NHS events 	<p>Historian</p> <ul style="list-style-type: none"> • Manages picture-taking of events/activities for the year • Puts together presentation board for club rush week • Creates memorabilia piece for the induction ceremony • Maintain and update website as needed • Maintain and update all social media accounts
<p>Vice President</p> <ul style="list-style-type: none"> • Runs meetings when the president is absent • Manages all elections • Acts as SOC representative • Supports president like the “right hand person” • Keeps record of service hours (service) 	<p>Core Members</p> <ul style="list-style-type: none"> • Reserves place for ceremony • Creates program • Runs rehearsals • Manages supplies, favors • Puts together special guests list • Makes invitations • Helps with NHS events
<p>Secretary</p> <ul style="list-style-type: none"> • Takes down minutes • Takes attendance • Keeps official record of attendance • Makes all bulletin announcements • Manages the NHS Calendar • Reminds members of meetings and services 	<p>Adviser</p> <ul style="list-style-type: none"> • Communicates directly with president • Holds minutes binder in classroom • Develops core into good leaders • Takes care of liability issues • Hold Receipt Book • Collects and keeps record of report cards for 3.5 GPA (scholarship)
<p>Treasurer</p> <ul style="list-style-type: none"> • Manages all money matters • Acts as fundraiser manager • Sets at least 2 formal fundraisers per year • Reports a monthly balance report 	

Keys to Building a Strong Core

1. Carry out individual duties completely.
2. Keep each other in check by not allowing each other to slide; encourage and/or assist.
3. Be open to each other's ideas; allow an equal amount of time for each person to share and contribute their ideas in CORE discussions; feedback is encouraged.
4. Always communicate clearly. Everyone should know what is going on with everything at all times.
5. Always be accountable for your actions. Say sorry when you make a mistake, learn from it and move on to grow.
6. Majority Rules. A consensus would be ideal.
7. Completing core and general member responsibilities.

**W.R. Farrington High School
National Honor Society
Policy on Attendance and
General Requirements**

I. Attendance

General meetings are held twice a month. Members are expected to complete at least 20 hours of community service per term.

Meetings:

- After 10 minutes, a member is considered late and unexcused.
- Excused notes must be signed by a supervising adult (e.g. parent, physician, teacher, coach).
- Give your excused note to any core member no later than ONE day missed NHS meeting.

Services:

- You are allowed any 2 EXCUSED “lates”, “early leaves”, or “absences” in any combination for the entire year. Please inform any core member of your situation in a timely manner.
- You have a 15-minute grace period for being late or leaving early.
- Members who commit to a service are expected to attend, unless a valid excuse is approved by the adviser. Member **must** find a replacement.

II. General Requirements

You are expected to:

- maintain at least a 3.5 cumulative GPA each term. A copy of your report card must be submitted to the adviser after each term.
- complete at least 20 service hours each term. Make sure to keep an accurate log of your community service hours throughout the year. The service hours must be verified by a supervising adult.
- serve in a leadership role in our organization, outside organization, club, sport, or a classroom.

III. **Probation**

Should a member have unsatisfactory attendance and/or not meet the general requirements set by our organization, s/he will be put on probation. During a probationary period, that member must make every effort to improve his/her performance and meet the requirement(s) once again. For a member that cannot successfully meet the requirement(s) before their probationary period expires, s/he will be dismissed from the chapter. Should a member have to be put on probation for any reason in two (2) periods during their membership, s/he will be dismissed from the chapter.

Reasons for Going on Probation	Make-up Period
Not maintaining a 3.5 cumulative GPA for any given term	1 term to meet 3.5 cumulative GPA once again
Not making 20 hours of service for 1 term	1 term to make up the next set of 20 hours of service
Not exhibiting leadership throughout the year/monthly	1 month to demonstrate satisfactory leadership once again; a self-reflection piece, evaluation and confirmation signature from supervising adult must be submitted as evidence
Having 3 unexcused absences (and/or tardiness) for meetings and community services	Attend all meetings/services the following month

Probationary Concerns:

- If a member goes on probation, s/he will be informed of their probationary status immediately from a core member or the adviser.
- If a member is on probation and foresees that s/he will not be able to satisfy the requirements of the make-up period, you enter the “worst case scenario” status. That means you may make an appeal to the organization by 1) informing the president of your situation and 2) waiting for a hearing to be scheduled.
- If a member is dismissed from the chapter, an appeal may be made to the faculty board and a hearing will be scheduled.

Member Agreement

As a member of the W.R. Farrington High School National Honor Society, my signature below is testimony that I understand and agree to the expectations and consequences set forth by the policy. I agree to follow the guidelines under our chapter's constitution and by-laws. I understand that I am able to address any questions or concerns to the organization, core members, or adviser.

Member's Full Name

Student Signature

Student Signature

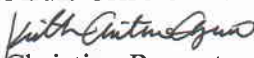
Parents' Signature

Date

Approved on December 2017 by:


Franchesca Amor Anchuelo Aguilar, President


Andrei Luis Crisolo Ereno, Vice President


Keith Christine Regunton Agcaoili, Secretary


Dianna Reichelle Tolentino Valite, Historian


Justine Camille Palor Quiniano, Treasurer


Rhemie Acosta Lewis, Advisor

Faculty Board (via e-mail)