



## **The Irene W. Hurley Chapter of the National Honor Society By-Laws**

National Honor Society Chapter # 6909

Canton High School

(Revised/Approved April 10, 2024)

### **ARTICLE I: NAME**

The name of this chapter shall be Irene W. Hurley Chapter of the National Honor Society of Canton Jr/Sr. 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 Canton Jr/Sr. High School. The National Honor Society chapter that is active in Canton High School is known as the Irene W. Hurley Chapter and is designated by the numeric identification NHS Chapter # 6909. The chapter was formed in 1959. The chapter is named in honor of the founding advisor of the Canton Chapter, Mrs. Irene W. Hurley. Her commitment to education and the betterment of Canton students knew no bounds outlasting even the end of her career and continuing until her death in 1973. The purpose of the chapter is to acknowledge those students who meet the exceptional criteria of the National Honor Society as evidenced by their academic achievements, participation in activities to improve both the school and the community, and their commitment to be an example to other members of the school and the community. Although the Irene W. Hurley Chapter of the National Honor Society follows the hand book of the national organization in general procedure, the chapter is permitted to set its own requirements and regulations regarding selection and retention of members. These by-laws are meant to enhance the national handbook and adapt the regulations to the high standards of Canton 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). 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, Irene W. Hurley Chapter by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal. The body which oversees the selection of students to the National Honor Society is known as the Faculty Council. These appointees act as the governing body of the Irene W. Hurley Chapter of the National Honor Society. The council will consist of five (5) respected members of the faculty appointed by the principal.



Neither the advisor nor the principal is a voting member of the council. They are present in an informational capacity for the council members but do not have an active part in the voting.

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, gender identity, sexual orientation 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 Canton Jr. Sr. High School.
- C. Scholarship

Candidates eligible for election to the chapter shall:

- a. Have a minimum cumulative grade of 94% (The cumulative grade is calculated by averaging the GPAs from the 9<sup>th</sup> and 10<sup>th</sup> grade years, if a junior, or the cumulative grade is calculated by averaging the GPAs from the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade years.

\*Beginning with the class of 2025, students must have a minimum of a 94% cumulative score AND be within the top 20% of the class\*

**The attainment of the grade requirement qualifies the candidates for consideration only; It does not indicate that the student is to become a member.**

- b. Achieve proficiency on 2 out of 3 evaluated state assessments (Keystone Exams)

\*Students qualifying for an exemption on state assessments (Keystone Exams)



must obtain a minimum final grade of 94% in 2 out of 3 locally offered “trigger courses as identified in the academic planner”

- c. \*Beginning with the class of 2027, students must have 20 total volunteer hours from 9<sup>th</sup> grade through the time of application.
  - d. Receive a majority vote (3 out of 5 or 60%) from the Faculty Council  
Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- D. Character-A list of students attaining the grade prerequisite will be distributed to the faculty for input prior to the council’s annual induction consideration meeting. Teachers may return written comments to the advisor or share with the advisor any factual reason why the student should or should not be chosen for membership. The advisor provides this information to the Faculty Council. Each student must meet the character criteria. A vote by the Faculty Council will determine if the student qualifies.

#### Detailed Analysis of Character

- The student presents a neat and well-groomed appearance during the school day.
- The student demonstrates a high standard of honesty and reliability.
- The student is of good moral character and upholds school regulations.
- The student refrains from the use of alcohol, tobacco, and illegal drugs.
- The student displays desirable qualities of personality (cheerfulness, friendliness, and poise).
- The student demonstrates good manners and refrains from the use of poor manners.
- The student employs neither profanity nor vulgar gestures.
- The student shows compassion for his/her fellow students and less fortunate individuals.
- The student stands ready to assist faculty and students when needed and accepts praise and criticism with grace.
- The student has neither a conviction for a crime and/or misdemeanor nor an arrest for a criminal act or civil disobedience.

The following are examples and are not all inclusive.

- *Positive Character Traits:* honest, dependable, law abiding, compassionate, helpful, non-disruptive
  - *Negative Character Traits:* cheats, lies, steals, vandalizes, spreads hurtful rumors, rude, disrespectful, swears, chews, smokes, drinks, uses illicit drugs, bullies
- E. Leadership-Based on the input from the faculty and, if needed, from the student, students who met the requirements will then be considered on the merit of leadership.



Leadership is the quality of guiding and being a role model for the students of the school and to the community of Canton.

#### Detailed Analysis of Leadership

- The student demonstrates leadership and/or the ability to lead others both in and out of the classroom.
- The student demonstrates and/or promotes leadership qualities in school, extra-curricular, and community activities.
- The student holds positions of responsibility successfully when appointed.
- The student demonstrates initiative in carrying out responsibilities.
- The student exemplifies qualities which positively influence others.
- The student conducts himself or herself in a reliable and dependable manner.
- The student is a team player; the student can lead or follow as situations dictate.
- The student is a positive role model for peers and underclassmen.

The following are examples and are not all inclusive.

- *Positive Leadership Traits:* responsible, looks out for the well-being of people of whom he/she is put in charge, models proper demeanor, helps out in a responsible manner, demonstrates good "sportsmanship" in all types of activities
- *Negative Leadership Traits:* whines, puts self ahead of any type of team or group, shows no responsibility, poor role model, shirks responsibilities, quits if he/she does not get his/her way, blames others for disappointments, taunts, poor "sportsmanship" in types of activities, brags

- F. **Service:** Based on the input from the faculty and, if needed, from the student, students who met the requirements will be considered on the merit of service. Service is a commitment to the school and community which indicates that the student is attempting to have a positive impact on the community in which they live. Students need a minimum of 10 activities to qualify for service. Starting with the class of 2027, students must have 20 total volunteer hours from 9<sup>th</sup> grade through the current time of application. This may include involvement both in the school and the community at large. Employment, which requires a significant devotion of the time of a student and is many times necessitated by family financial concerns, will count as 2 activities for this purpose.

A student who meets the criteria of all four of these requirements will be a prospective member of the National Honor Society. He/she will then be eligible to participate in the induction ceremony that occurs every year during late fall. At the conclusion of the induction ceremony, the student will be a full member of the National Honor Society. Upon completion of this meeting, the advisor will provide a written roster of the inductees to the principal.

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## **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.

Section 2. The selection of active members shall be held once a year.

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 for further consideration.
- C. The faculty 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 review the candidate information application, forms, essays, faculty input, and other relevant information in the application process to determine those who fully meet the selection criteria for membership.

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 when requested.

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. If a student transfers and was a member at the prior school, he/she will be a member, but he/she has until the guidance office officially ranks the student in the current class to bring the grade average in compliance with the standards of the Irene W. Hurley Chapter. (Example: Rivendell High has the scholarship standard of 90% to be inducted. A student with a 91% average who was inducted in Rivendell's chapter # 0000 moves to Canton as an inducted member. This student will automatically become a member of this chapter. Although, this student then has until the guidance office ranks the student, generally one academic year, to raise his/her grade to the minimum requirement of chapter #6909.)

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



Section 1. Annual dues are paid for by the CASD.

Section 2. 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.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the membership card, certificate, and member pin (or relevant insignia items) to the chapter adviser.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords and sashes signifying NHS membership at graduation.

#### **ARTICLE VII: OFFICERS**

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

Section 2. Student officers shall be elected at the last meeting 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. The historian will collect articles regarding chapter activities during the year. These articles may be placed in a scrapbook to be left in the possession of the school upon graduation of the current year members.



Section 9. 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 quarterly. 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: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects for each year. (The Chapter will assist The Giving Tree in December/ assist with school store for one marking period and at least one PBIS assembly, and the chapter will sponsor a Spring Community Clean Up/ assist with school store for one marking period and at least one PBIS assembly).

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall 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.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Section 6. The chapter will award to a senior who has contributed the most in service and activities a book scholarship. This award will be the amount of interest made on the scholarship fund at the Chemung Canal Trust Company and supervised by the school financial officers. This award is designated the Irene W. Hurley Torch Award in honor of the initial advisor.

### **ARTICLE X: RETENTION OF MEMBERSHIP**



Section 1. When a student is named a member of the National Honor Society, it does not guarantee that he/she will graduate as a member of the group. A member needs to maintain these expectations and requirements in order to retain their standing as a member.

- A. Scholarship-See Article IV: Membership, Section 3.C.
- B. Character-See Article IV: Membership, Section 3.D.
- C. Leadership-See Article IV: Membership, Section 3.E.
- D. Service-See Article IV: Membership, Section 3.F.

Starting with the class of 2027, students must have 20 total volunteer hours during each year of membership in the Irene W. Hurley Chapter of The National Honor Society.

Section 2. A member may be dismissed from the society for not maintaining the standards of Scholarship, Leadership, Character, and Service. A minor violation could result in a warning with a probationary period. A major violation could result in dismissal. Flagrant violation(s) of school rules, civil, and/or criminal laws will result in immediate dismissal.

#### **ARTICLE XI: 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 Irene W. Hurley 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 94%, 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. (NHS Probation Letter)
- B. The member has the right to respond to the charge(s) against him/her to the faculty council via written communication prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution).
- C. Following the hearing and review of the written communication, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- D. 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.(NHS Dismissal Letter)
- E. The faculty council's decision may be appealed to the building principal within the time period established in the written communication. Written communication will be provided following the appeal hearing to confirm the decision to grant or deny the appeal request.
- F. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.
- G. A student, if the situation warrants, may resign by a letter of resignation rather than proceed with the above procedure. The letter of resignation is delivered to the advisor. The advisor will acknowledge the resignation in a corresponding letter after a written notification to the Faculty Council and the Principal.

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

#### **ARTICLE XII: 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 4/10/24 Last revised on 4/10/24

### Signatures

Chapter President \_\_\_\_\_  
Full Name Date

Secretary \_\_\_\_\_  
Full Name Date

Adviser \_\_\_\_\_  
Full Name Date

Principal. \_\_\_\_\_  
Full Name Date

### ADDENDUM

#### Advisor Responsibilities

- The advisor shall conduct the activities of the chapter in a responsible and mature manner.
- The advisor will report to the Faculty Council and the principal any problems and activities of the chapter.
- The advisor will review with candidates who did not qualify the reasons that the prospective member did not meet the qualities. (In the case of junior candidates, the advisor will let the student know what quality he/she should focus on to increase the likelihood of gaining induction in his/her senior year. This does not guarantee the student's induction, although it does strengthen his/her case for induction.)
- The advisor will alert probationary members of their status when necessary and advise them on what they need to be aware of to avoid expulsion from the society.
- The advisor will plan and coordinate an annual induction ceremony to recognize new members. (Students must participate in an induction ceremony to become a member.)



- The advisor will complete an end of the year activity report of the chapter for submission to the national office.
- The advisor will ascertain the continuance of membership in the National Honor Society by checking with the principal on the annual payment of Chapter dues.