

***National Honor Society***

*Langley High School's Chapter*

*Handbook, Bylaws*

*&*

*Constitution*

*2007-2008*

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## *Langley High School's NHS Handbook*

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**Congratulations:** The faculty and staff of Langley High School would like to officially congratulate you on your academic achievements. Election to membership in the National Honor Society represents the highest honor and trust that can be bestowed upon a student in the junior or senior year of high school. You are recognized as a student who displays outstanding scholarship, leadership, character and service. We expect that you will continue to demonstrate and promote all of these qualities.

**Affiliation:** National Honor Society - National Association of Secondary Principals  
1904 Association Drive  
Reston, VA 20190-1537  
703-860-0200  
[NHS@principals.org](mailto:NHS@principals.org)  
<http://www.nhs.org>  
School ID: 00006163

**Selection Process:** Students must meet and maintain the grade point average requirement of 3.50 or higher for acceptance into the National Honor Society. Evidence that one meets the qualifications of leadership, character, and service requirements is also necessary for membership.

**Membership:** Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at the school for the equivalent of one semester. The selection of members to the chapter shall be by a majority vote of the faculty council. Anyone applying for membership with an honor code violation will not be considered for acceptance. All acceptances are subject to faculty review. Students who do not promote service, leadership, and character in the classroom will not be considered for membership.

**Meetings:** All members are required to attend all monthly meetings (attendance will be taken at all meetings). If you are unable to attend any meeting you must make arrangements with the faculty sponsor in advance. At each meeting we will review the previous month and discuss upcoming service projects, tutoring, etc.

**Service:** All members of the NHS are required to complete a set amount of hours (20 for current members, 15 for new members) of community service during one school year and complete **all** necessary service learning forms and checklists.

**Dismissal:** There is a “3-strikes you’re out” policy in effect for the NHS at Langley HS. Once you have acquired three demerits you will be dismissed from the society and will have to reapply the following year for admittance. One “strike” will be awarded if you miss a meeting, induction ceremony, tutoring, service projects, or if there is a drop in your grade point average. Please note that if at any time you accrue an honor code violation while an active member of the society you will be dismissed immediately.

**Obligations:** Old Members = \$25 dues & New Members = \$20 dues  
Service Learning Project (minimum of 20 hours) completed during second year  
Attendance at **all** meetings and ceremonies  
Maintenance of 3.50 non-cumulative GPA or higher for every quarter of active membership (signed, quarterly grade reports required)

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# *Langley High School's NHS Bylaws*

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## ARTICLE I: Academics

- **Section 1.** All current members will maintain a non-cumulative GPA of 3.50 or higher every quarter of active membership.
- **Section 2.** Quarterly grade reports will be signed by faculty members and will be reviewed by current NHS sponsors

## ARTICLE II: Character

- **Section 1.** All forms and applications must be completed by member and/or applicant only.
- **Section 2.** Failure to comply with Article II section I will result in dismissal and disciplinary action.

## ARTICLE III: Leadership

- **Section 1.** All applicants and current members must display leadership qualities within the school community as well as the community at large.
- **Section 2.** Sponsors may assign demerits to active members who fail to demonstrate initiative in leadership activities organized by the society. These include but are not limited to food drives, tutoring, meetings, ceremonies, and service requests.

## ARTICLE IV: Service

- **Section 1.** All applicants and current members must display service qualities within the school community as well as the community at large.
- **Section 2.** Sponsors may assign demerits to active members who fail to demonstrate initiative in service activities organized by the society. These include but are not limited to food drives, tutoring, meetings, ceremonies, and service requests.

## ARTICLE V: Chapter Advisors

- **Section 1.** The chapter advisors shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- **Section 2.** The chapter advisors shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.
- **Section 3.** The chapter advisors shall regularly review each member for compliance with Society standards and obligations.
- **Section 4.** Chapter advisors retain the right to assign demerits and make final decisions regarding the application process and membership.

## ARTICLE VI: Student Responsibilities

- **Section 1.** Maintain and uphold the Fairfax County Student's Rights and Responsibilities. Failure to do so will result in disciplinary actions and possible dismissal.
- **Section 2.** Applicants and members are responsible for bringing to the sponsor's attention any questions or concerns regarding membership. Any communication with parents/guardians will follow upon such contact.

## ARTICLE VII: Dismissal

### Academic Standards:

- Members who fall below the GPA standards that were the basis for their selection shall be warned via email or in writing by the chapter advisors and given reasonable amount of time to correct the deficiency.
- In the case of flagrant violation of the honor code, school rules or the law, dismissal from the society will be immediate.

### Membership Obligations:

- It is expected that current members will remain aware of their chapter obligations. They are notified regarding deadlines at the beginning of membership, by means of regular emails, on the NHS website, and by notification on the NHS bulletin board. If a member fails to complete obligations by the designated deadlines, he or she will be dismissed. Sponsors are not obligated to give additional warning of dismissal.

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## *Langley High School's NHS Contact Information*

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### **Faculty Sponsors**

Allison Cohen, *LHS Government*  
[Allison.Cohen@fcps.edu](mailto:Allison.Cohen@fcps.edu)

Emily Richardson, *LHS English Teacher*  
[Emily.Richardson@fcps.edu](mailto:Emily.Richardson@fcps.edu)  
703-287-2806

### **2006-2007 Officers**

#### **President:**

*Hannah Lynch*  
[redsox\\_crazed@yahoo.com](mailto:redsox_crazed@yahoo.com)

#### **Vice President:**

*Mana Sassanpour*  
[manasassanpour@hotmail.com](mailto:manasassanpour@hotmail.com)

#### **Director of Student Activities:**

*Lauren Lamp*  
[Nla-lamp@msn.com](mailto:Nla-lamp@msn.com)

#### **Curator:**

*Jason Holland*  
[idratherbflyin@earthlink.net](mailto:idratherbflyin@earthlink.net)

#### **Secretary:**

*Osman Siddiqui*  
[littleuzi@gmail.com](mailto:littleuzi@gmail.com)

#### **Treasurer:**

*Al-Johara Al-Saud*  
[qutiii65@aol.com](mailto:qutiii65@aol.com)

## **2006-2007 NHS Groups**

### **Lauren (20)**

Faith Adams  
Lauren Beckwith  
Alexa Burke  
Ki-Soon Choi  
Victoria Cook  
Jake Dodd  
Lealah Fremuth  
Logaina Hafez  
Jonathan Hofgard  
Jinho Kim  
Edward Lee  
Nora Luce  
Conor McCaffrey  
Katherine Money  
Jin-Young Park  
Devin Rook  
Peter Seymour  
Rana Singh  
Hannah Thomas-Hollands  
Michael Valerias

### **Osman (20)**

Carina Ahuja  
Rachael Beekman  
Michael Bylund  
Deepika Choudhary  
Morgan Danner  
Mary Katherine Drasbek  
Krista Germano  
Katherine Hanson  
Jessica Hsu  
Robert Kim  
Hyeun Lee  
Elizabeth Madero  
Lauren McDonough  
Jillian Mowery  
Nathan Park  
Steven Rudelius  
Kayvan Shahrzad  
Jordan Slick  
Thomas Tysse  
Amy Xu

### **Hannah (20)**

Sasha Amini  
Holly Berkley  
Yeoji Byun  
Kelly Chung  
Katherine DeCrosta  
Peter Dulany  
Michael Gregory  
Erica Harkins  
Zara Ibrahim  
Kevin Kimble  
Stephanie Lao  
Jianheng Mai  
Kimberlee McMasters  
Jillian Moynihan  
Elana Pinkasovic  
Charlotte Ryland  
Elizabeth Sharkey  
Thomas Sobol  
Ryan Wever  
Jimmy Zumont

**Al-Johara (19)**

Caitlin Ayoub  
Anuraag Bhatia  
Elizabeth Carlos  
Paul Chung  
Tracey DeMocker  
Brendon Ellis  
Madeline Gunter  
Ashley Hart  
Brittany Johnson  
Sandra Koyomji  
Morgan Lillie  
Sasha Manchanda  
Ryan McPherson  
Seville Nagia  
Jennifer Regan  
Anjan Saha  
Kristina Shigaeva  
Augustus Spivey  
Charlie Wexell

**Mana (19)**

Allen Azmoudeh  
Lindsay Brown  
Victoria Cheshire  
Suzi Chung  
Rebecca Desousa  
Michelle Evans  
Lipi Gupta  
Tamer Hassan  
Ross Kelly  
Issac Kwon  
Meredith Loretta  
Alyson Massay  
Francesca Mellis  
Matthew Nazari  
Brooke Richardson  
Gillian Seok  
YoonChul Shin  
Margaret Starcher  
Chris Wilson

**Jason (19)**

Laura Ballweg  
Stephanie Browning  
Elizabeth Chin  
Casey Conklin  
Daniel DiZio  
Arian Fathieh  
Danielle Gustaveson  
James Haynes  
Kevin Kennedy  
Ahley Lee  
Skye Lu  
Owen Masters  
Maria (Crisy) Meschieri  
Wade Norris  
Raymond Rieling  
John (Jeb) Sexton  
Sonia Singh  
Ramzi Tabbara  
Madeline Wise

# *National Honor Society Constitution and Guidelines*

## ARTICLE I: NAME AND PURPOSE

- **Section 1.** The name of this organization shall be 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.** The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

## ARTICLE II: THE NATIONAL COUNCIL

- **Section 1.** The control of this organization shall be vested in the National Council.
- **Section 2.** The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council and shall serve as treasurer of NHS. The director of the NASSP Department of Student Activities shall be an ex-officio member and shall serve as secretary of the National Council.
- **Section 3.** Members shall be appointed for a term of no more than three years.
- **Section 4.** Six members shall constitute a quorum of the National Council.

## ARTICLE III: STATE/REGIONAL ORGANIZATIONS

- **Section 1.** Local chapters may choose to organize state associations. The state principals' associations may form regional associations as defined by NASSP.
- **Section 2.** Any state or regional association of National Honor Society chapters shall conform to this Constitution and shall work with the NASSP Department of Student Activities in furthering the purpose of this organization.
- **Section 3.** All state and/or regional associations shall be affiliated with the National Honor Society.
- **Section 4.** The state and/or regional affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

- **Section 5.** Bylaws of the state or regional associations must be approved by the secretary of the National Honor Society (Director of the NASSP Department of Student Activities) and must be consistent with this Constitution.

#### ARTICLE IV: LOCAL CHAPTERS

- **Section 1.** Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and the one for the National Honor Society). [See page 24 of the 1997 national handbook for clarification of this last provision of Section 1. Ed.]
- **Section 2.** Each chapter shall pay a chartering fee determined by the National Council.
- **Section 3.** Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.
- **Section 4.** The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed ten dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.
- **Section 5.** Duly chartered local chapters shall conform to this Constitution as set forth by the National Council. Failure to do so may result in the loss of the charter.

#### ARTICLE V: THE PRINCIPAL

- **Section 1.** The principal shall reserve the right to approve all activities and decisions of the chapter.
- **Section 2.** The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.
- **Section 3.** The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- **Section 4.** The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

#### ARTICLE VI: THE CHAPTER ADVISER

- **Section 1.** The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- **Section 2.** The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office. Here is the current version of the Annual Report Form.
- **Section 3.** The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

- **Section 4.** The chapter adviser shall help the chapter officers understand and carry out their duties.
- **Section 5.** The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.
- **Section 6.** The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

#### ARTICLE VII: FACULTY COUNCIL

- **Section 1.** The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
- **Section 2.** The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- **Section 3.** The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- **Section 4.** The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

#### ARTICLE VIII: MEMBERSHIP

- **Section 1.** Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- **Section 2.** Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.
- **Section 3.** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- **Section 4.** Candidates become members when inducted at a special ceremony.
- **Section 5.** Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.
- **Section 6.** A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically 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 7.** Members who resign or are dismissed are never again eligible for membership or its benefits.

## ARTICLE IX: SELECTION OF MEMBERS

- **Section 1.** To be eligible for membership the candidate must be a member of those classes (junior, senior) designated as eligible in the chapter bylaws. (Freshmen and Sophomores are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. (Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.)
- **Section 2.** The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.
- **Section 3.** The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
- **Section 4.** A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.
- **Section 5.** The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

## 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. A written description of the dismissal procedure shall be available to interested parties.
- **Section 2.** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned.
- **Section 3.** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- **Section 4.** In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. (Ed. Note: This is considered "due process" for all members.)
- **Section 5.** For purposes of dismissal, a majority vote of the Faculty Council is required.
- **Section 6.** 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 7.** The National Council and NASSP shall hear no appeals in dismissal cases.

## ARTICLE XI: CHAPTER OFFICERS

- **Section 1.** The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.
- **Section 2.** New officers shall be installed at a special ceremony.

## ARTICLE XII: EXECUTIVE COMMITTEE

- **Section 1.** The executive committee shall consist of the officers of the chapter and the chapter adviser.
- **Section 2.** The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.
- **Section 3.** The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## ARTICLE XIII: MEETINGS

- **Section 1.** Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.
- **Section 2.** The regularity of the meetings (i.e., weekly, monthly, bi-monthly) shall be designated in the chapter bylaws.
- **Section 3.** The chapter president or other designated student leader may call special meetings approved by the executive committee.
- **Section 4.** Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution or the chapter bylaws.

## ARTICLE XIV: ACTIVITIES

- **Section 1.** Each chapter shall determine one or more service projects for each year.
- **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 o Be well planned, organized, and executed.
- **Section 4.** Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.
- **Section 5.** Each chapter shall publicize its projects in a positive manner.

## ARTICLE XV: OFFICIAL INSIGNIA

- **Section 1.** This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.
- **Section 2.** The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.
- **Section 3.** Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.
- **Section 4.** Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
- **Section 5.** All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are filed for registration with the United States Patent and Trademark Office and may not be copied by anyone.
- **Section 6.** The motto of the National Honor Society shall be Noblesse Oblige.
- **Section 7.** The official colors of the National Honor Society shall be blue and gold.
- **Section 8.** A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

## ARTICLE XVI: BYLAWS

- **Section 1.** Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.
- **Section 2.** The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.