

Lenoir City High School

*Apollo Chapter
of the
National Honor Society*



Member Handbook

2016-2017

Lenoir City High School National Honor Society
1485 Old Hwy 95
Lenoir City, TN 37771
(865) 986-2072

NHS Adviser: Mrs. Kristin King
Principal: Mr. Chip Orr
Faculty Council Member: Ms. Madeline Casity

2016-2017 Apollo Chapter Officers
President: Meredith Matteson
Vice-President: Trevor Good
Treasurer: Eric Hall
Secretary: Jonathan Smith
Service Projects: Stacy Horton
Historian: Jessie Wall
Parliamentarians: Daniel Tinoco & Rene Tinoco

2016-2017 Meeting Schedule

Member meetings are the 2nd Monday of the month unless otherwise posted online

Month	Date	Time	Members to Attend
August	5 th	3:45PM	Officers only
August	15 th	7:45 AM	ALL
September	12 th	7:45 AM	ALL
October	17 th	7:45 AM	ALL
November	14 th	7:45 AM	ALL
December	12 th	7:45 AM	ALL
January	9 th	7:45 AM	ALL
February	13 th	7:45 AM	ALL
March	20 th	7:45 AM	ALL
April	10 th	7:45 AM	ALL
May	TBA		ALL

Please check <http://www.mrskingsbioweb.com/NHS.htm> for events

Also check the new NHS page on CANVAS

Official Insignia



Official Colors

Blue and Gold

Official Motto

Noblesse Obligue - nobility obligates

meaning that, your position in the National Honor Society obligates you to uphold its standards and bring honor to the society of which you are a member.

National Honor Society Pledge

Being aware of the honor
which is being bestowed upon me.
By my election to membership in the
National Honor Society
I do hereby pledge loyalty to this organization.
It shall be my earnest purpose to give
unsparingly of my time and energy toward the promotion of all school activities. I will
strive to be at all times a model student
and will never knowingly
bring reproach upon my school.
I pledge myself
to uphold the high purpose of this Society
to which I have been elected,
Striving in every way
By word and deed
To make its ideals
The ideals of my school and my life.

Scholarship:

The minimum grade point average allowable for the Lenoir City High School chapter of NHS is minimum of 3.0, with no C’s as a final grade. Students are then eligible for consideration on the basis of service, leadership, and character.

Leadership:

Leadership criterion is very important. It includes offices a student has held in school or community organizations but not limited to this alone. Leadership roles (but not necessarily elected offices) in both school and community are considered.

The student who exercises leadership:

- *Demonstrates initiative in promoting school/community activities
- *Is thoroughly dependable in any position of responsibility accepted
- *Exercises positive influence on peers in upholding school ideals
- *Exemplifies positive attitudes

Service:

Service is defined as activities, which the student does with or on behalf of others without any direct financial or material compensation to the individual performing the service.

The student who serves:

- *Volunteers and provides dependable assistance and is willing to sacrifice to offer assistance.
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- *Cheerfully and enthusiastically renders service to the school/community
- *Is willing to represent the class or school in interscholastic competition

Character:

A person of character demonstrates the following six qualities:

- | | |
|-----------------|-------------|
| Respect | Citizenship |
| Responsibility | Fairness |
| Trustworthiness | Caring |

It can also be said that a person of character:

- *Cooperates by complying with school regulations concerning property, programs, halls, etc.

Constitution of the National Honor Society

The text below is the national constitution under which all NHS chapters operate. Local chapters of NHS are given authority to vary from some sections of this document, for example, they may set the Scholarship requirement at a level above the stated 3.0 national minimum standard as long as this new standard is applied fairly and consistently. The limits of the chapter's authority are described in the national handbook, a copy of which has been provided to the chapter adviser of every duly affiliated chapter (fall 1997). Additional copies of the handbook can be obtained by contacting the NHS Sales office at (866) 647-7253.

Persons noting a difference between the guidelines below and those in use at the local level should first direct their concerns to the local chapter adviser (Mrs. King, room 120) to seek clarification of the local policies. Chapters can share local bylaws or selection procedures to assist in making this clarification. Any local policies found to be out of compliance with the national constitution should be adjusted and may, if necessary, be brought to the attention of either the school principal or the national office.

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ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the Apollo 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. 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.

[Structure amended December 2001.]

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 nonselection 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. This fee is currently \$380 per year.

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.

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 official 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.

Section 8. All applicants for membership in the Apollo Chapter of the National Honor Society must complete the application packet and return the application and all requested documents to the Adviser by the posted due date.

ARTICLE IX: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible due to the one semester rule.) 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, and maintain a 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 shall be president, vice president, secretary, treasurer, service project officer, historian and parliamentarian.

Section 2. Student officers shall be elected during the last meeting (April) at the end of each school year. All returning active members who are rising seniors are eligible to run for a position as an officer. All active members of the chapter with the exception of current graduating seniors are eligible to vote.

Section 3. All eligible members who wish to run for office shall announce their intention by filling out the Officer Application Form and submitting it to the Adviser by the due date. Candidates will be required to write a speech that shall be read before the members at the meeting when elections take place. Only rising seniors shall be allowed to run for office, unless there are fewer than 6 rising seniors who wish to run for office, in which case the other candidates may come from the rising junior class. After the speeches have been read, all members will vote by secret written ballot during the meeting. If available, voting may be conducted through Survey Monkey or Google Survey forms. All members shall vote for their first and second choice candidate. Any members who are not present at the meeting shall also vote based on written versions of the speeches that will be posted online. The Adviser will tally the votes and the candidate with the highest number of first votes shall be declared the winner. A simple majority shall determine the winner, who shall be elected President, and the runner-up,

who shall be elected VP, etc. If there is a tie, the number of second votes shall be tallied to determine a winner. The winner of the election shall be offered the role of president. If at this stage the winner does not wish to accept the office of president, but wish to take up another officer position instead, the position of president will defer to the candidate with the next highest number of votes. The President, VP, Adviser and Faculty Council shall then review the other candidates who received the most votes from the first election and shall assign officer roles accordingly, taking into account any preferences as much as possible. Any secondary preferences may be noted on the Officer Application Form as a registration of interest in holding an office. In the event of a tie even after second choice votes have been tallied, the Faculty Council shall have the decisive vote.

Section 4. It shall be the duty of the **president** to preside at the meetings for this chapter and have oversight of the secretary and treasurer.

Section 5. The **vice-president** shall preside in the absence of the president and shall have oversight over the service project officer and parliamentarian.

Section 6. The **secretary** shall prepare the meeting agenda, keep the minutes of meetings, attendance and oversee the NHS bulletin board.

Section 7. The **treasurer** shall coordinate fundraising activities and keep records of chapter receipts and expenses of said events, and will assist in collection of funds during meetings.

Section 8. The **parliamentarian** shall assist the President in keeping order in meetings according to the Robert's Rule of Order, talk to members who were absent at meetings and report the reason for their absence to the secretary to record, oversee the correct wearing of honor cords where required in order to take advantage of NHS privileges, encourage other students to aim for membership and encourage members to be actively involved in the society.

Section 9. The **service project officer** shall coordinate service projects and-community service events, keep track of service hours and will report to Adviser.

Section 10. The **historian** shall be in charge of photographing NHS events and providing a digital record of photographs to be used in school publications.

Section 11. Any officer who is placed on warning as a result of a hearing before the Faculty Council will lose his or her office. The vacancy will be advertised and a new election is held under the same conditions as outlined in Section 3 above. If there were only 2 candidates running for office in the original election, no second election will be necessary.

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. The Apollo chapter shall have regular meetings during the school year on the second Monday of the month at 7:45 am as designated by the executive committee and in accordance with school policy and regulations. In the event this day is an in-service or holiday, the meeting will be scheduled the following Monday.

Section 2. The regularity of the meetings (i.e., weekly, monthly, bimonthly) 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: To fulfill a need within the school or community to have the support of the administration and the faculty to be appropriate and educationally defensible; to 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. (See the national handbook for additional information.)

ARTICLE XVII: AMENDMENTS

This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a majority of the members of the National Council.

The logos, names, abbreviations, and emblems of the National Honor Society, the National Junior Honor Society, and the National Association of Secondary School Principals are trademarks or property of NASSP registered with the United States Patent and Trademark Office, protected by federal regulations, and may not be copied or used without specific written permission from NASSP.