

# 2017-2018 National Honor Society (NHS) Bylaws Nicolet High School



1. Advisor
  - a. Nicole Mueller
  - b. E-mail: Nicole.mueller@nicolet.us
  - c. Office: D-111
2. Member Responsibilities
  - a. Meetings
    - i. Held once per month, on the second Friday of the month or as needed; most meetings will take place in the Community Room at 6:50am. Date, time and location to be verified by announcements, school email and school TV-Trons
    - ii. There will be an attendance sign-in at all group meetings; members are responsible for signing in
    - iii. Absences must be approved by the advisor; members can miss no more than one meeting without a valid excuse (e.g. doctor's note)
    - iv. Members should check their school email account for NHS-related announcements at least once per week ]
  - b. Service
    - i. 25 hours of service/per year are mandatory for NHS membership
      1. Five hours in service to Nicolet
      2. Participation in at least one Nicolet school activity/per year: Parent-Teacher Conferences, Open House, Back To School Night, or Graduation.
      3. 20 hours in service to any organization of your choice. You may not receive payment for these positions, nor may your work benefit a family business. [10 hours for fall inductees]
    - ii. Service is to be completed on a yearly basis; students inducted as a sophomore will need complete service for junior and senior year.
    - iii. Members must participate in at least one NHS-sponsored group project even if all service hours are completed
    - iv. Members must participate in developing and refining group projects during meetings All service hours must be individually recorded through an on-line form and verified on paper.
      1. Paper documentation forms are available at the Nicolet NHS website and in Ms. Mueller's room
      2. For paper documentation, please include the following information:
        - a. Description of service project
        - b. Date
        - c. Member's name
        - d. Signature of participating adult at service event
    - v. All service hours will be due by May 1, 2018.
  - c. Tenets of the National Honor Society
    - i. Members should demonstrate leadership, good character, community service and strong academic skills
  - d. Dues: All members shall contribute \$45 as their membership dues.
3. Dismissal Procedures
  - a. Students who do not uphold scholarship, character, leadership, and service requirements may be reviewed by the selection committee and may be removed as members
  - b. Suspensions from school result in automatic removal from the NHS
  - c. Excessive detentions may result in removal from NHS
  - d. Failure to fulfill service requirements will result in dismissal for students of junior standing; for students of senior standing, cords will not be given/the student's name will not be listed as a member of NHS in the graduation program
  - e. Members will receive a written warning at first major offense, including:
    - i. Unexcused school absences
      1. Reviewed quarterly

- ii. More than one unexcused absence from monthly meetings
    - iii. Lack of participation in monthly projects
  - f. Upon second warning, members will be allowed to participate in a hearing deciding their membership status
  - g. Dismissal hearings will be held as needed
  - h. Dismissal decisions are to be made by the school principal
- 4. Officers
  - a. Members with Junior standing can give their names at the first meeting to run for any of the offices below
  - b. Each officer will be voted upon through an on-line forum
  - c. Advisor reserves the right to replace any officer found to be negligent or incompetent in his or her duties
  - d. Responsibilities
    - i. President
      1. Works with advisor and vice president to find monthly service projects that NHS members can then vote on
      2. Enters NHS information into NHS website: meeting agendas, project information and updates, etc.
      3. Plans and advertises NHS meetings with advisor, vice president and reporter
      4. Supports NHS projects as they progress
      5. Helps tally service hours
      6. Speaks at NHS induction for newly inducted members
      7. Delegates responsibilities to other officers as needed
    - ii. Vice President
      1. Works with advisor and president to find monthly service projects that NHS members can then vote on
      2. Plans and advertises NHS meetings with advisor, president and reporter
      3. Supports NHS projects as they progress
      4. Helps tally service hours
      5. Speaks at NHS induction for newly inducted members
    - iii. Secretary
      1. Collects and enters meeting attendance data into attendance spreadsheet
      2. Reports attendance and project participation infractions to advisor and principal
      3. Speaks at NHS induction for newly inducted members
    - iv. Reporter
      1. Advertises group meeting information by email, the group website, TV trons, and a small banner at main entrance no less than one week in advance
      2. Reports NHS project information to the Nicolet school board
      3. Reports NHS project information to the school newsletter and newspaper
      4. Speaks at NHS induction for newly inducted members

**NICOLET HIGH SCHOOL  
NATIONAL HONOR SOCIETY  
BYLAWS AND PROCEDURES**

**I, \_\_\_\_\_, have read and understand the by-laws and guidelines governing membership in the Nicolet High School chapter of the National Honor Society. As a member of NHS, I agree to abide by these guidelines, including;**

- **My regular attendance at NHS monthly meetings**
- **My completion of at least 25 services hours/year and recording of those hours on the provided e-form**
- **My participation in at least one Nicolet High School activity/year (Parent-Teacher Conferences, Open House, Graduation, or Back-To-School Night)**
- **My participation in at least one NHS group service project**

**I also recognize that membership in NHS is a privilege which may be rescinded should I behave in a manner contrary to the principles established by NHS.**

**I agree to comply with the guidelines and by-laws of the Nicolet High School chapter of National Honor Society.**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Parent or Guardian Signature)**

\_\_\_\_\_  
**(Date)**

*Please return this form, signed and dated, to the NHS advisor within one week of your receipt of the bylaws, together with a \$45 check for NHS dues made out to Nicolet National Honor Society. Please keep your copy of the bylaws with any other NHS records or documents for your future use.*