

Gladys W. Jordan Chapter
National Honor Society
Official Handbook



Franklin Military Academy

Richmond, VA

Spring 2017 Edition

Members of the Gladys W. Jordan Chapter of the National Honor Society

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National Honor Society – Gladys W. Jordan Chapter

NHS - 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.

Introduction

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. Today, it is estimated that more than one million students annually participate in activities of NHS and its middle level counterpart, the National Junior Honor Society (NJHS). NHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. territories, and Canada. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop through involvement in school activities and community service. NHS was founded by and is a program of the National Association of Secondary School Principals (NASSP).

History of the Organization

In 1921, NASSP officially established the National Honor Society. Though many local and regional honor societies existed prior to 1921, no nationwide organization had been founded. Under the leadership of Dr. Edward Rynearson, principal of the Fifth Avenue High School, Pittsburgh, and the organization grew from the original Alpha Chapter at the Fifth Avenue School to more than 1,000 chapters by 1930. Equipped with a constitution, an emblem and motto, and a group of dedicated principals as coordinators, the new NHS organization quickly developed into one of the country's leading educational groups.

Four main purposes outlined in the NHS constitution have guided chapters from the beginning: —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.|| These purposes also translate into the criteria used for membership selection in each local chapter. NHS is a program of NASSP, which appoints a National Council—the controlling body of NHS. In addition, National Council members serve as the selection committee for the prestigious NHS scholarship, which has been administered annually in schools with NHS chapters since 1946.

Standards for Eligibility

The NHS National Council establishes the national standards for all NHS chapters. Local chapters create their own bylaws that are to be consistent and comply with the NHS national constitution. Students in grades 10-12 in a school that has both an official charter of and an up-to-date affiliation with the national office of the National Honor Society are eligible for consideration for membership in NHS. Nevertheless, NHS is more than just academic recognition. The NHS chapter establishes guidelines for selection that are based upon a candidate's outstanding performance in the areas of scholarship, service, leadership, and character.

Requirements for Active Membership in NHS

Acceptance into National Honor Society does not guarantee membership. Successful completion of the requirements determines membership.

Membership Confirmation

Candidates for induction into National Honor Society are confirmed when they recite the pledge and blow out their candle upon induction. Successful completion of these requirements will result in membership.

Membership Continuance

For membership to continue in the National Honor Society all members are required to complete the following:

- Attendance at meetings
- Attendance and participation at NHS events and functions
- Participation in Community Service
- Upholding GPA requirement
- Upholding strong moral character record (e.g. no disciplinary referrals)
- Payment of annual \$25 membership dues (for operating costs, including annual chapter dues)

NHS Meetings

All NHS candidates and members must attend meetings to meet requirements. Absences must be excused (i.e. illness, school-related activities, work). Advisors must receive **written** notice of the absence. Students are responsible for all of the information disseminated at the meeting.

NHS Functions and Events

Throughout the year, NHS will be a part of various events and functions. All NHS candidates and members are requested to participate in these when scheduled to do so.

Community Service

National Honor Society members are students who are committed to volunteerism. All NHS members have a **requirement of 40 hours of community service, 20 of which must be outside of Franklin, as a member.**

- Service hours must be completed AFTER the end of the previous school year. Hours completed over the summer will count.
- Service hours will be logged at the following website: <http://tinyurl.com/fmanhsservicelog>
- At least 20 hours must be submitted no later than January 31st.
- The remainder of the hours must be completed no later than May 1st. If you are a senior and do not meet this criteria, you will NOT be allowed to march in the graduation ceremony with the NHS stole or receive the NHS seal on your diploma.

Academics/Grade Point Average

Students must maintain required GPA throughout the school year. GPA checks will be every year. Members must maintain a 3.0 cumulative GPA. NHS Members are expected to take a highly rigorous course schedule.

NHS Executive Officers

The following positions are designated by the Gladys W. Jordan Chapter of NHS as Executive Officer Positions: President, Vice President, and Secretary/Community Service Coordinator.

Responsibilities of the Executive Officers

- Adhere to all NHS membership requirements
- Attend executive board member meetings
- Plan of all NHS events and activities
- Speak at NHS induction Attend
- NHS events and activities

President

- Conduct all meetings
- Work with the advisor in facilitation of NHS business (including Finance)
- Oversee all NHS matters
- Manage all NHS functions and activities

Vice President

- Assist the president and advisors
- Manages all NHS events

Secretary / Community Service Coordinator

- Take attendance and notes at all meetings and events
- Organize community service projects for NHS

Communication

Interaction between advisors and members will primarily be conducted through email and through the chapter website (majorwester.weebly.com/nhs). Please make sure that you check your email. It is your responsibility to stay current with all NHS communication. Please feel free to contact your advisor directly if you have any questions or concerns regarding your obligations as a NHS member.

Membership Termination

Failure to meet the aforementioned requirements for membership may result in the termination of membership. Furthermore, any serious violation as described in the policies and procedures covered in the RPS Standards of Student Conduct may result in immediate termination and/or disqualification for eligibility into NHS.



National Honor Society
Chapter By-Laws (Revised – Sept 2013)
Franklin Military Academy

ARTICLE I: NAME AND PURPOSE

- Section 1.** The name of this chapter shall be the Gladys W. Jordan Chapter of the National Honor Society.
- Section 2.** The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, and to develop character in the cadets of Franklin Military Academy.
- 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 22091.

ARTICLE II: 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 chapter adviser, who may serve consecutive terms. (The term “adviser,” shall also mean “co-adviser” in years when two advisers are appointed.)
- 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 be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE III: 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 activity 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, nonvoting, sixth member of the Faculty Council.
- Section 6.** The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE IV: THE FACULTY COUNCIL

- Section 1.** The Faculty Council shall consist of five voting faculty members appointed annually by the principal, with consultation of the advisor. 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 chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.
- Section 4.** The Faculty Council shall put on probation those students who fall below the membership standards determined by the Faculty Council. Students on probation cannot attend meetings, activities, etc. until their achievement meets the standards. They will receive counsel and support from the advisers.
- Section 5.** The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.
- Section 6.** The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

ARTICLE V: MEMBERSHIP

- Section 1.** Membership is an honor bestowed upon a student. Selection for membership is by 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.** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 3.** Candidates become members when inducted at a special ceremony.
- Section 4.** A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to FMA's Chapter Adviser or Principal 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 5.** Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE VI: SELECTION OF MEMBERS

- Section 1.** To be eligible for membership the candidate must be a second semester tenth grader (10th Grade), eleventh grade (11th Grade), or twelfth grade (12th Grade), and must have attended Franklin for at least one semester prior to induction.
- Section 2.** Candidates must have a cumulative GPA of 3.2 to be considered for membership and must maintain a 3.2 GPA once he /she is a member. Candidates shall then be evaluated on the basis of service, leadership, and character.

- Section 3.** Prior to selection, the following shall occur:
- a. Students' academic and discipline records shall be reviewed to determine scholastic eligibility.
 - b. Students who are eligible scholastically (candidates) shall be notified and asked to complete and submit the "FMA NHS Questionnaire" for further consideration for selection.
 - c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
 - d. The Faculty Council shall review the "FMA NHS Questionnaire" and faculty evaluations in order to determine membership.
 - e. The Faculty Council and Chapter Advisor shall hold a brief (15 – 20 minute) interview with the candidate to ask questions about their questionnaire and to give the candidate an opportunity to ask questions regarding the chapter/organization.

Section 4. The selection of each member to the chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members appointed by the Principal. The chapter adviser (or co-advisers) shall be the sixth (or sixth and seventh) non-voting, ex-officio members of the Faculty Council.

Section 5. A description of the selection procedure shall be published on the school's website which 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 6. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE VII: DISMISSAL

Section 1. The procedure of dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards which 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 civil laws. 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 written notification of charges and a hearing before the Faculty Council.

Section 5. 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 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

Section 1. The officers of this chapter shall be 3 board members, depending on nominations and election results.

Section 2. Board members shall be elected at a regular meeting of the FMA NHS Chapter. Time, methods, and procedures for the nomination will be determined at the beginning of each school year by the chapter adviser and Faculty Council.

ARTICLE IX: BOARD MEMBERS DUTIES AND RESPONSIBILITIES

Section 1. The president of the board presides at meetings/provides direction.

Section 2. The vice-president of the board serves in the absence of the president; other duties as directed.

Section 3. One board member serves as secretary and records attendance and proceedings; attends to clerical duties.

Section 4. The board member who serves as secretary also serves as the community service coordinator, in which they plan all community service activities for the NHS.

ARTICLE X: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the board members 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 by-laws. All action 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. (Note: This section is viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Council).

ARTICLE XI: MEETINGS

Section 1. The FMA National Honor Society Chapter shall meet monthly.

Section 2. Special meetings approved by the executive committee may be called by the chapter adviser.

Section 3. Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws.

ARTICLE XII: ACTIVITIES

Section 1. The chapter shall be involved in at least one group service project during the school year.

Section 2. Each member shall have the responsibility for choosing and participating in an individual service project(s) that reflects his or her particular talents and interests. 40 hours must be completed annually (20 of which are outside of Franklin).

Section 3. All members shall regularly participate in these projects.

Section 4. 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 5. Each marking quarter, members shall record the service on a verification sheet. Verification sheets must be turned in by the end of each marking quarter to the chapter adviser.

ARTICLE XIII: AMMENDMENTS

These By-Laws will be reviewed annually by the Chapter Members. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL HONOR SOCIETY CONSTITUTION AND HANDBOOK. Any recommended change must be approved by the faculty council and the principal. Upon approval of the recommended change, it will be reviewed and put to a vote by the membership. Two-thirds vote will establish a change. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed.

**NATIONAL HONOR SOCIETY
Franklin Military Academy
Gladys W. Jordan Chapter**

We understand that being a member of National Honor Society is not only an honor, but a responsibility.

Please sign, detach, and return to MAJ Wester ASAP.

Student: I have read the NHS Handbook and I understand my responsibilities as a member. I will abide by all policies and procedures as outlined in this handbook, the bylaws of the National Honor Society, and the RPS Standards of Student Conduct.

Name (Print) _____

Signature _____ Date _____

Parent: My child and I have discussed the responsibilities of being a NHS Member. I affirm my understanding and support the goals of the Gladys W. Jordan Chapter of NHS.

Name (Print) _____

Signature _____ Date _____

Email (to receive information related to FMA NHS) _____