



Selection Process: NHS Arts at the Capitol Theater (ACT).

1. The selection procedure for the ACT Chapter of the National Honor Society is determined by the local Faculty Council (the five member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group), approved by the principal, and ***must be published*** and available for review by students, faculty, and parents.
2. As the *first step* in the process, students' academic records are reviewed to determine those persons who are **scholastically eligible** for membership, *i.e.*, those persons who meet the required cumulative GPA standard of 88. The GPA used at the local level cannot be set below the national minimum standard outlined in the national constitution, and, once set, must be applied fairly and consistently to all candidates. In addition, the chapter consults with the school's special education or disabilities representative to determine which, if any, of the candidates has special needs that could be important to consider in the upcoming review by the Faculty Council.
3. Students who are eligible scholastically (*i.e.*, "candidates") are notified and informed that for further consideration for selection to the chapter, they may complete the **Candidate Form**. This form outlines the candidate's accomplishments in the areas of Service, Leadership and Character. ACT offers "help sessions" for candidates providing assistance in properly filling out their forms. Care is taken to follow the established guidelines and time schedule for completing and submitting the forms. Both students and parents sign these forms when submitting them, indicating that the content is both complete and accurate.
4. If **additional faculty input** would be beneficial, all faculty members are invited to make comments on candidates, most often done on a **Faculty Evaluation Form**. It is important to note that the actual selection of new members must be made by a vote that includes the two appointed artist and academic members of the Faculty Council. Consequently, point totals or averages of the faculty ratings are not to be considered as 'votes' or the sole determinants of membership, but are, instead, reported to the Faculty Council to add to their information when considering selections. Faculty members consider this input in the most professional manner and consequently be able to substantiate claims, in particular those low ratings provided, with professional actions. All input from faculty must be signed, but may remain confidential as per commentary in the handbook.
5. The Candidate Form is reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their consideration for membership, including disabilities status of each candidate. Some Faculty Councils may wish to interview candidates personally. The leadership, service, and character of *all* candidates should be reviewed carefully. Faculty council members are encouraged to deliberate in order to

guarantee that their decisions are based on accurate and complete understandings of all information presented for review. With the vote on each candidate, those candidates receiving a **majority vote of the faculty council** are invited for induction into the chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the faculty council) are provided with a list of those criteria not met by the individual candidate listed next to their name to assist the adviser and principal in handling inquiries regarding non-selection.

6. Prior to notification of any candidates, the chapter adviser is required to report the results of the faculty council's deliberations to the principal for approval (per Article 9, section 3 of the NHS Constitution). Lists of selected and non-selected students, as well as reasons for non-selection may be incorporated into this meeting. This will assure the support of the administration prior to any notification.
7. The Chapter provides formal notification of all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony. Students who are NOT selected are informed about their non-selection personally by the adviser in a timely way that is considerate of their well-being.
8. To finalize the plans for induction, new members are required to respond to verification of new membership, acceptance of the invitations for membership, and attendance at the induction ceremony according to timeframes set in the letter of acceptance.



Arts at the Capitol Theater (ACT) NATIONAL HONOR SOCIETY BYLAWS

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the ACT Chapter of the National Honor Society of Arts at the Capitol Theater (ACT).

Section 2. 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 Arts at the Capitol Theater (ACT).

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. 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 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Arts at the Capitol Theater (ACT).
- b. Candidates eligible for selection to the chapter shall have a minimum cumulative average of **88** (out of 100). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- c. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of two faculty members appointed by the principal. The chapter adviser shall be the third, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic 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 candidate form 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 Candidate Form, disciplinary records and faculty evaluations in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the second or third semester of the school year.

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 a letter indicating the status of his/her membership and signed by the Principal or Adviser.

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.

ARTICLE IV: DISCIPLINE and DISMISSAL

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Arts at the Capitol Theater (ACT) 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 average falls below 88, the standard in effect when he/she was selected, he /she will be given a written warning and a time period for improvement. If the cumulative 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 may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, 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 dismissed.

Section 5. In all cases of pending dismissal:

a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).

b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.

d. The Faculty Council’s decision may be appealed to the building principal and afterwards through the school district discipline policy.

e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

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

Section 2. Student officers shall be elected at the last meeting of each school year. All returning active members in good standing are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. 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 for this chapter.

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 of meetings and be responsible for all official chapter correspondence.

Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the faculty adviser and the chapter officers.

Section 2. The executive committee shall 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 VII: MEETINGS

Section 1. Meetings of this chapter shall be monthly.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. All chapter members are expected to attend all regularly-scheduled chapter meetings.

ARTICLE VIII: ACTIVITIES

Section 1. The 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, 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 its projects in a positive manner.

ARTICLE IX: EMBLEM

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

ARTICLE X: DUES

Section 1. Annual dues for this chapter shall be \$10.

Section 2. Dues will be payable to the adviser within 30 days of induction.

ARTICLE XI: POWERS

Section 1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1. These by-laws 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 II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Date: Adopted 11/2011

Signatures:

Chapter President

Secretary

Kim Noivadhana, Adviser

Sarah Mallory, Principal

Statement of non-discrimination: The 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, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.