

NHS

Member

Handbook



Fall 2006

Contact Information

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Communications Arts Chapter Site

<http://http://www.nisd.net/communicationsarts/NHS/index.htm>

Official NHS Site

http://www.nhs.us/s_nhs/index.asp

Membership Obligations

Chapter Meetings

- Attendance at monthly chapter meetings is MANDATORY.
- Meetings are held the first Wednesday of each month. Meeting times are at 8:15, A lunch, and 4:15 in the Lecture Hall. Meetings last 15-20 minutes. DO NOT BE LATE. Arrangements should be made in advance with coaches, sponsors, employers, etc.
- See Article IV and VII of the bylaws for more information.

Service (starting spring semester for new members)

Individual Service Points

- Each member must earn at least 14 individual service points per semester; one service point is equivalent to one-half hour of service.
- Members must document their service by submitting a written statement from an adult supervisor to the chapter point secretary (see sample form).
- Any member not meeting this requirement will be required to make up the remaining service points plus a penalty of 4 service points within the first grading period of the next semester.
- Failure to do so will result in the student being placed on probation for a specified period of time. If the service points are not made up by the end of the probationary period, the student may be dismissed from the chapter.

Chapter Service Points

- Each member must earn at least 8 chapter service points per semester; one service point is equivalent to one-half hour of service.
- Adopt-a-Highway is the Communications Arts chapter service project. Our highway is located on Hausman Road (FM 1560) between 1604 and Bandera. Members must have a signed permission form on file in the NHS office prior to attending a trash pick-up.
- Other service opportunities are offered on a monthly basis.

Refer to the chapter bylaws for further obligations.

Bylaws and Handbook Acknowledgement

I have read the NHS handbook, including the bylaws, in its entirety. I understand I will be held accountable for abiding the responsibilities stated in the NHS handbook.

Member Name (please print) _____

Home or Cell Number _____

Email _____

Member Signature

Date

I have read the NHS handbook, including the bylaws, in its entirety. I understand that my child will be held accountable for abiding the responsibilities stated in the NHS handbook.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature

Date

Please cut out and return this form to **Ms. Dehlinger in C119** by **Wednesday, December 20, 2006**.

Communications Arts High School
Northside Independent School District

11600 FM 471 West
San Antonio, TX 78253-4806
Telephone: (210) 622-6043 • Fax: (210) 622-6092

Principal
James Buchanan

Superintendent
John Fehs, Ed D

_____ has my permission to leave Communications Arts High School on Saturday, Sept 25 or Oct 16 or Nov 13 to participate in the National Honor Society Adopt-a-Highway clean-up project. I agree to release the Northside Independent School District, Communications Arts, and the sponsors from all legal responsibility or liability for the above named student while on this activity.

Parent's Signature

Telephone Number

Principal

NOTES:

Students should meet at the old Albertson's at Loop 1604 and Bandera at 8:00 am.
Students will then carpool to the Compass Bank at Bandera and Hausman.
Students should wear work gloves (preferably leather), long pants, and sturdy shoes.
Safety vests and trash bags will be provided.
Emergency contact during the clean-up: 287-3005.

NHS Membership Guidelines

LEADERSHIP. The student who exercises leadership:

- Demonstrates initiative in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes and inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.
- Is willing to uphold scholarship and maintain a loyal school attitude.

SERVICE. The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, 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 any requested service to the school.
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged.
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers, and students.

CHARACTER. A student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Regularly shows courtesy, concern, and respect for others.
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

Communications Arts Chapter Bylaws

ARTICLE I - Name and Purpose

Section 1. The name of this chapter shall be the Communications Arts Chapter of the National Honor Society.

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 Communications Arts High School.

ARTICLE II - Membership

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

Section 2. Membership in this chapter shall be based on scholarship, service, leadership, and character.

Section 3. To be eligible for selection to membership in this chapter, the candidate must be a junior or senior who has been in attendance for a period of one full semester at Communications Arts High School.

Section 4. Candidates eligible for selection must have a minimum cumulative grade point average of 90.0000 as of the end of the previous school year. This scholastic level of achievement shall fulfill the scholarship requirement of membership. The candidates' eligibility shall then be considered on the basis of their service, leadership, and character.

ARTICLE III - Selection of Members

Section 1. The final selection of members to this chapter shall be by a consensus of the Faculty Council consisting of five faculty members in addition to the adviser(s). The principal shall appoint the members of the Faculty Council.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically shall be notified and asked to complete the Student Information Form indicating their intent to seek membership and stating their qualifications in the areas of service, leadership, and character.
- c. Prospective candidates must complete and submit the Student Information Form by the stated deadline to be eligible for further consideration.
- d. The faculty of Communications Arts High School and the math faculty of Taft High School shall be asked to evaluate the candidates in the areas of service, leadership, and character.
- e. The Faculty Council shall review the Student Information Forms and faculty evaluations.

Section 3. The selection of active members shall be held once a year during the first semester of the school year.

Section 4. An active member of the National Honor Society who transfers from this school shall be given a letter indicating the status of his/her membership and signed by the Principal.



NHS Individual Service Points Form

NHS Member _____

fall spring

Community Service Guidelines

Community service is defined as service/community activities that are done OUTSIDE of school time for or on behalf of others (family, friends, or neighbors are NOT included) for which no compensation (monetary or other) has been given, e.g., church groups or club organizations sponsored outside the school.

1. Members are required to earn 14 individual service points each semester. Individual service points earned over the required 14 may NOT be used towards chapter service points.
2. DO NOT USE ACRONYMS. Spell out the names of groups, organizations, activities, etc.
3. All service must be done through a group or organization.
4. The authorized signature must be an adult, not a student.
5. Signatures should be obtained at the time of service.
6. Requiring service activities should be listed separately.
7. If service is required or expected for another club or organization, you may NOT use those points/hours for NHS service.

NOTE: If an exception to any of the above is desired, prior approval by an NHS adviser must be obtained.

Date _____ Start Time _____ Stop Time _____ Hours _____ Points _____

Organization/Group _____

Description of Service _____

Authorized Signature _____ Telephone _____

Printed Name _____ Position _____

Date _____ Start Time _____ Stop Time _____ Hours _____ Points _____

Organization/Group _____

Description of Service _____

Authorized Signature _____ Telephone _____

Printed Name _____ Position _____

I acknowledge that the service hours/points and signatures listed on this form are true and complete. I understand that any false information or misrepresentation will result in the disciplinary actions with the National Honor Society.

Total Hours _____ Total Points _____

Member's Signature _____ Date _____

This individual service point form should be turned in to the NHS office located in C119 by Monday, January 9, 2006 and Monday, May 15, 2006 by 4:15. Any forms turned in after the due date will incur a penalty of 1 point.

**** PLEASE RETAIN A COPY OF THIS SHEET FOR YOUR RECORDS. ****

ARTICLE IV - Demerits and Dismissal

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Communications Arts chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community.

Section 2. Demerits will be assessed for each infraction of the rules and will remain on record until graduation.

- a. Demerit Assessment
 1. Missed Meeting: Failure to submit an acceptable excuse (see Article VII, Section 3) within seven calendar days after the date of the meeting will result in one demerit.
 2. Late Service Points:
 - Failure to submit required service points by 4:30 p.m. on the last day of the semester will result in one demerit.
 - By the end of the next grading period, the previous semester's points must be submitted with four additional individual points. Failure to do so will result in a dismissal hearing.
 3. Citizenship: Each citizenship mark of an "N" will result in one penalty point, and each "U" will result in two demerits.
- b. Demerit Consequences

The first demerit will result in a warning.
The second demerit will result in probation.
The third demerit will result in a letter of dismissal.
- c. Demerit Removal for Unexcused Missed Meeting:

If a member gets prior approval from an advisor, one demerit may be removed by earning four additional individual service points. *Only one unexcused absence demerit may be removed during membership.*

 - The member must earn and submit these points by the last school day of the month in which the meeting was missed.
 - These four points may NOT be used as part of mandatory chapter or individual service points.

Section 3. When a member fails one or more classes during a grading period, s/he will have a dismissal hearing with the Faculty Council.

Section 4. Violation of criminal law or school regulations may result in *immediate* dismissal of the student (without warning or probation). These violations include, but are not limited to, DWI, 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 5. In the case of pending dismissal:

- a. The Faculty Council shall meet with any pertinent individuals (teachers, administrators, police officers, etc.) to determine if there are grounds for dismissal.
- b. The member in question shall receive written notification of the reason for possible dismissal from the adviser/Faculty Council.
- c. The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Constitution). At the hearing, the member shall have the opportunity to present his/her defense orally or in writing. The Faculty Council will then vote on dismissal. The decision to dismiss must be a consensus of the Faculty Council.
- d. A letter shall be sent to the member upon dismissal.

- e. The member may appeal the Faculty Council's decision to the principal within ten school days of the dated dismissal letter.
- f. When a student is dismissed, s/he is no longer a member and may never again be considered for membership in the National Honor Society.

ARTICLE V - Officers

Section 1. The officers of the chapter shall be president, vice-president, secretary, point secretary, treasurer, and historian.

Section 2. Candidates for office must have less than two demerits to be eligible to run.

Section 3. Officers for the following school year shall be elected by the last meeting of each school year.

Section 4. It shall be the duty of the president to preside at chapter meetings and organize meeting agendas.

Section 5. The vice-president shall preside in the absence of the president and maintain attendance records (including written excuses for missed meetings).

Section 6. The secretary shall keep the minutes of meetings and be responsible for correspondence.

Section 7. The point secretary shall maintain records of service points accumulated by each member.

Section 8. The treasurer shall maintain financial records for the chapter.

Section 9. The historian shall maintain records of chapter activities and events.

ARTICLE VI - Service

Section 1. Service shall be divided into two categories: chapter service and individual service. Service shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, and be well planned, organized, and executed.

Section 2. Chapter Service: The chapter shall determine one or more chapter service projects for each year. Each member must earn at least 8 chapter service points per semester, where one service point is equivalent to one-half hour of service. Chapter service points earned over the required 8 may be applied to individual service points. The chapter point secretary will document chapter service points.

Section 3. Individual Service: In addition to participating in chapter projects, each member shall have the responsibility of participating in individual service projects. Each member must earn at least 14 service points per semester, where one service point is equivalent to one-half hour of service. Members must document his/her service by submitting a written statement from an adult supervisor to the chapter point secretary by the stated deadline. Individual service points may NOT be applied to chapter service points.

Section 4. Service point penalties are delineated in Article IV, Section 2.

Section 5. Seniors who have not completed and submitted service requirements by the stated deadline will not wear the NHS stole at graduation ceremonies.

ARTICLE VII - Meetings

Section 1. Meetings of this chapter shall be held once each month. If possible, multiple meeting times will be offered.

Section 2. Officers shall meet at least each month, as needed.

Section 3. Members are required to attend ALL chapter meetings and for the entire meeting. If a student cannot attend due to illness or some other legitimate reason, s/he must submit a written excuse from the appropriate authority within seven calendar days of the meeting. If multiple meeting times are offered, excuses must address each meeting time. Failure to submit an acceptable excuse or failure to turn in an excuse by the stated deadline will result in an unexcused absence and one demerit.

Clarification of types of absences:

- a) Excused – extracurricular activity, co-curricular activity, employment, medical appointment, and excused absence from school.
- b) Unexcused – all others

ARTICLE VIII - Dues

Section 1. Each new member shall pay dues in the amount of \$8.00.

Section 2. Dues shall be made payable to “Communications Arts High School” and shall be submitted to the chapter treasurer by induction. Membership certificates will be withheld until dues are paid.

ARTICLE IX - Amendments

Section 1. These bylaws may be amended by adviser approval and a two-thirds vote of the active members present, providing that the proposed amendment has been submitted in writing to the membership at least one month prior to the vote. The exceptions are Articles III and IV that are developed by the Faculty Council with the approval of the Principal.

Section 2. Bylaws and amendments must be consistent with the Constitution of the National Honor Society.