

# Ponca Chapter



## **ARTICLE I**

### **NAME AND PURPOSE**

- Section 1: The name of this organization shall be Ponca High School Chapter of the National Honor Society of the Ponca Public School.
- 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 Ponca Public schools.

## **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 member of the faculty as chapter advisor who may serve consecutive terms.
- Section 3: The principal shall annually recommend for appointment 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 III**

### **THE CHAPTER ADVISOR**

- Section 1: The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and the community.
- Section 2: The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions.
- Section 3: The chapter advisor shall regularly review the standing of each member for compliance with the rules.
- Section 4: The chapter advisor shall be an ex-officio, non-voting, sixth member of the faculty council.
- Section 5: The chapter advisor shall be a member of the faculty appointed annually by the Board of Education or the principal and may serve consecutive terms.

#### **ARTICLE IV**

#### **FACULTY COUNCIL**

- Section 1: The faculty council shall consist of five voting members appointed annually by the principal. The chapter advisor 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 for the members 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, as well as, dismissal, other disciplinary actions and warning cases.

#### **ARTICLE V**

#### **MEMBERSHIP**

- Section 1: Membership is open to any sophomore, junior, or senior who meets the annually published criteria for scholarship, character, leadership, and service. A faculty council will select the members based on the above criteria. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2: Candidates become members when inducted at the Induction Ceremony.
- Section 3: A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter sponsor to the new school's chapter sponsor shall be accepted automatically as a member in the Ponca Chapter of the National Honor Society of the Ponca Public School. Transfer members must meet the Ponca chapter's standards within one semester in order to retain membership.
- Section 4: Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 5: Members must maintain an 85 average each marking period and continue to consistently demonstrate the qualities of scholarship, character, leadership, and service.
- Section 6: Inductees begin their service hours as soon as they are officially inducted into the Ponca Chapter of the National Honor Society of the Ponca Public School.
- Section 7: Members are required to attend all National Honor Society meetings unless there is a prior notice.

## **ARTICLE VI**

### **SELECTION OF MEMBERS**

- Section 1: To be eligible for membership the candidate must be a member of the sophomore, junior or senior class. Candidates must have been in attendance at Ponca the equivalent of one semester.

- Section 2: Candidates must have a cumulative scholastic grade point average of 85 or more over their high school career. Candidates are then evaluated on the basis of service, leadership, character, and scholarship.
- 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 which is widely available to all students and parents of the school.

## **ARTICLE VII**

### **DISCIPLINE/DISMISSAL**

- Section 1: Members who fall below the standards, which were the basis for their selection, shall be promptly notified in writing by the chapter advisor. The member may be given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned and may be recommended for dismissal.
- Section 2: In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.
- Section 3: For the purposes of dismissal, a majority vote of the faculty council is required.
- Section 4: A member who has been dismissed may appeal the decision of the faculty council to the principal.

Section 5: If a member's marking period average falls below the local chapter standard for a marking period he/she will be given a written warning and time period for improvement equal to one marking period. If the member's marking period average remains below the local chapter's 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.

## **ARTICLE VIII:**

### **FREQUENCY OF MEETINGS**

Section 1: The academic year meeting schedule shall be determined by the chapter advisor and officers.

Section 2: Meetings will be held a minimum of once per month.

Section 3: Members are expected to make a good faith effort to participate in all National Honor Society meetings and projects each year.

## **ARTICLE IX:**

### **Officers**

Section 1: Each year there will be 5 leading officers including the president, vice president, secretary, treasurer, and a public relations person.

Section 2: **President**

- 1.) Preside over all meetings.
- 2.) Meet with advisor to update them on chapter activities and goals.
- 3.) Assume leadership role in organizing fundraisers and service projects.
- 4.) Organize Induction Ceremony.

5.) Research possible service projects and activities for the chapter.

6.) Read and become familiar with the NHS handbook and constitution and be able to inform members of its contents.

### **Vice President**

1.) Preside over all meetings in absence of President.

2.) Determine all meeting dates to be approved by advisor and administrator.

3.) Write up releases to web site and yearbook about upcoming events.

4.) Assume leadership role in organizing fundraisers and service projects.

### **Secretary**

1.) Record minutes at all meetings-copy and give to advisor.

2.) Read back minutes from previous meetings.

3.) Keep accurate attendance-contact members who have missed meeting without notifying advisor.

4.) Write announcements and have them approved by advisor.

5.) Distribute all information and materials for fundraisers and service projects.

6.) Assume leadership role in organizing fundraisers and service projects.

### **Treasurer**

1.) Get current copy of NHS account balance and transactions from the business office.

2.) Keep ledger/updated record of all transactions.

3.) Complete all purchase orders and submit to the business office.

4.) Collect all money made or raised by chapter, and fill out deposit slips when necessary.

5.) Take accurate inventory of all needed supplies and make orders.

### **Public Relations Person**

1.) Type news stories to inform others about what is happening in the organization.

2.) Distribute and collect service project requirements and proposals for all members.

3.) Review service project proposals and adjust, then contact members as needed.

4.) Organize members to generate fliers/posters and press opportunities for service projects.

5.) Organize the National Honor Society website and work with the webmaster to keep it running.

## **ARTICLE IX:**

### **Scholarship Nomination**

All interested National Honor Society seniors in good standing are invited to apply for the National Honor Society Scholarship in November when applications become available online. Each applying member will present a hard copy of the application to the NHS advisor by the end of the first week of December.

The high school faculty will read the applications. By the last school day in December, they will recommend two seniors to continue the application process. In the event of a scoring tie the high school principal will break the tie. The NHS advisor will notify those applying of the nomination winners and encourage them to complete the final process by the due date in January.