BOQUET VALLEY
CENTRAL SCHOOL DISTRICT

BVCS EXCELSIOR CHAPTER
OF THE
NATIONAL HONOR SOCIETY

STUDENT
HANDBOOK
2025-2026

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Revised June 23, 2025

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Constitution of National Honor Society

The following version of the NHS Constitution was approved for all chapters on July 8, 2016, by the NASSP Board of Directors and can be accessed online at the following link: https://files.nassp.org/igx_temp/NHS_Constitution.pdf.

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of SecondarySchools (NHS).
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 secondary schools.
Section 3. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

ARTICLE II:THE NASSP STUDENT LEADERSHIP ADVISORY COMMITTEE

Section 1. The control of this organization shall be vested in the NASSP Board of Directors.
Section 2. There shall be a national advisory committee to advise the NASSP staff and Board of Directors regarding NHS and its policies and procedures.
Section 3. The Student Leadership Advisory Committee shall consist of 14 members appointed by the Board of Directors of NASSP, as follows:

- 6 high school student members (3 NHS, 3 NASC member schools)
- 2 middle-level student members (1 representing the school of the middle level adviser-at-large and 1 from the NJHS principal-at-large)
- 2 high school advisers-at-large (1 NHS, 1 NASC member school)
- 1 middle level adviser-at-large (1 NJHS or 1 middle level NASC member school)
- 3 practicing principals-at-large(NASSPmembers: 1 NHS school, 1 NJHS school, 1 NASC school)
- The executive director of NASSP shall be an ex officio member of the Student Leadership Advisory Committee.

Section 4. Members shall be appointed for a term of no more than two years.

ARTICLE III: STATE ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations.
Section 2. Any state association of National Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.
Section 3. All state associations shall be affiliated with the National Honor Society.
Section 4. The state affiliate shall not serve as an appeal board for local chapter nonselection or dismissal cases.
Section 5. Bylaws of the state associations must be approved by NASSP and must be consistent with the NHS Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to establish a new chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved

by NASSP are eligible to apply for a chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle-level unit in the same building with a high school unit will be an appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society). (See Chapter 4 for clarification of this last provision of Section 1.)

Section 2. Deleted.

Section 3. Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty (20) dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter.

ARTICLE V: 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 adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.

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 receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE VI: 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 complete the annual survey and submit it 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 and shall facilitate all meetings of the council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE VII: THE FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (See commentary in Chapter 3 regarding the functions of 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 Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions, and warning cases.
Section 4. 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 this Constitution and NHS policies.

ARTICLE VIII: MEMBERSHIP

Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a 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. Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.
Section 3. Members of the Faculty Council shall support the school leader in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for, and encouraged to be an active and responsible member of the school community. As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council might also award honorary membership to school officials, principals, teachers, NHS advisers, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status (See Chapter 3 of the National Honor Society Handbook for additional information).
Section 4. Candidates become members when inducted at a special ceremony.
Section 5. Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.
Section 6. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser 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 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE IX: SELECTION OF MEMBERS

Section 1. To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school for the equivalent of one semester.[1]
Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.[2]

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[1] Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation from the previous school, the Faculty Council may waive the semester regulation.
[2] Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures. See Chapter 4 for additional information.

Section 3. The selection of each member to the chapter shall be by a majority vote 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 4. A description of the selection procedure shall be published in an official school publication that 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 NHS.
Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.[3]
Section 2. Members who fall below the standards that 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 the law, a member does not 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 pending dismissal, a member shall have the right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members.)
Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.
Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and, thereafter, under the same rules for disciplinary appeals in the school district.
Section 7. NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

ARTICLE XI: CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.
Section 2. New officers shall be installed at a special ceremony.(See sample officer installation ceremony in Chapter 3.)

ARTICLE XII: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers 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 bylaws. All actions 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.[4]

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[3] To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.
[4] This section is generally viewed to include chapter activities except those with regard to the selection, discipline, and dismissal of members, which are the sole domain of the chapter's Faculty Council per the

ARTICLE XIII: MEETINGS

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.
Section 2. The regularity of the meetings (i.e., weekly, monthly, bimonthly, etc.) shall be designated in the chapter bylaws.
Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.
Section 4. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV: ACTIVITIES

Section 1. Each 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; be well-planned, organized, and executed.
Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.
Section 5. Each chapter shall publicize its projects in a positive manner.

ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem. The emblem shall be uniform, and its distribution and rules for its use shall be determined by the NASSP Board of Directors.
Section 2. Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear this emblem.
Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
Section 4. All insignia must be procured from the national office of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office. (See also, Logo Usage Guidelines at www.nhs.us/logo.)
Section 5. The motto of the National Honor Society shall be Noblesse oblige.
Section 6. The official colors of the National Honor Society shall be blue and gold.
Section 7. An alumni member may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: CHAPTER BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with this Constitution.
Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like. (Note: See Chapter 3 and the adviser

section at www.nhs.us/bylaws for additional information regarding the appropriate content of chapter bylaws.)

ARTICLE XVII: AMENDMENTS

This Constitution may be amended by the NASSP Board of Directors based on the recommendations of the Student Programs staff and approved by the NASSP Board of Directors.

Chapter Bylaws of the BVCS Excelsior Chapter of the National Honor Society

Adopted: September 9, 201-Amended June 23, 2025

ARTICLE I: NAME

The name of this chapter shall be the BVCS Excelsior Chapter of the National Honor Society of Boquet Valley Central School.

ARTICLE II: PURPOSE

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 Boquet Valley Central School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 4: Nondiscrimination. Our 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, gender identity, or disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. 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 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Eligibility:

a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.

b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Boquet Valley Central School.

c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 88% for students inducted in the 2025-2026 school year. In the 2026-2027 school year, the minimum cumulative GPA will be raised to 90%, at which point this scholastic level of achievement shall remain fixed, and shall be for this Chapter the required scholastic achievement for admission to candidacy for election to membership.

d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their Service, Leadership, and Character.

e. Chapter members are required to complete and document 40 hours of community service each year between June 1 and May 31. These forty hours should be balanced roughly throughout the year, with approximately ten hours earned per quarter. In addition, all students are obligated to complete a minimum of 10 hours within the school building or at a school event as part of their 40 hours. All forms need to be signed by the supervising adult. In addition, all members are required to initiate an independent service project of at least five hours, independently or in a small group, the proposal for which must be submitted to the advisor by the end of January.

ARTICLE V: SELECTION OF MEMBERS

Section 1. Students may not apply for membership. Membership is an honor bestowed upon a select group of students by the Faculty Council on behalf of the school as a whole. The selection of members to this chapter shall be by a majority vote of the faculty council, which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. Any member of the faculty may propose to the council the name(s) of student(s) eligible for membership in this Chapter.

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

Section 4. Prior to the final selection, the following shall occur:

A. Students' academic and attendance records shall be reviewed to determine scholastic eligibility.
B. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form, one outside letter of reference (i.e. not from a BVCS teacher, although letters from coaches will be permitted), three teacher recommendations, and a personal reflection essay for further consideration.
C. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the faculty input form provided by the chapter adviser.
D. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 5. Candidates become members when inducted at a special ceremony.

Section 6. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 7. 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 to retain his/her membership. Eligibility for students who transfer from schools without NHS chapters during their senior year will be determined on a case-by-case basis with the principal. At this time, the council recommends a thorough review of transfer transcripts, a letter from the guidance counselor, and two letters of recommendation from the student's former faculty.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. There are no annual dues for this chapter.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society and participate in the NHS Privileges defined at the end of this document.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter and forfeit the NHS Privileges defined at the end of this document.

Section 4. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the National Honor Society graduation stoles at graduation.

Section 5. Chapter members are required to complete and document 40 hours of community service each year between June 1 and May 31. Further information can be found under Article IV.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be President, Vice President, and Secretary.

Section 2. Student officers shall be elected at the chapter's annual reorganization meeting. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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 of the chapter and serve as the official representative of the chapter at school and community functions.

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 and attendance records for meetings and be responsible for all official correspondence.

Section 7. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly and designated for the year at the first regular meeting of the year. Special meetings can be called by the president with the approval of the adviser.

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

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: 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 and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of Scholarship, Service, Leadership, or Character may be considered for discipline or dismissal from the BVCS Excelsior 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 grade point average falls below 88 or 90 (depending on the year), he /she will be given a written warning and one semester to bring his/her cumulative grade point average back up to the required minimum grade.

If the cumulative grade point average does not meet the minimum by the end of the semester, the student will be subject to further disciplinary action by the faculty council. That includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, vaping, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification and lose their NHS Privileges defined at the end of this document. 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 considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

A. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
B. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any 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 via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated in a letter sent to the student and parents. 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 according to provisions of the school district discipline policies.
E. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and, if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the Executive Committee and the Superintendent of Schools and that notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Updated on June 23, 2025.

BVCS Excelsior Chapter President

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Sign Name

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Print Name

BVCS Excelsior Chapter Adviser

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Sign Name

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Print Name

BVCS Excelsior Chapter Secretary

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Sign Name

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Print Name

BVCS Excelsior Chapter Principal

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Sign Name

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Print Name

Selection Process

Last Revised: June 23, 2025

Membership in the National Honor Society is an honor, recognized throughout the nation, that is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. This selection process is designed for fairness and to provide meaningful recognition of deserving students. Selection to the National Honor Society is a privilege, not a right, as membership is granted only to those members who are selected by the BVCS Faculty Council based on their Scholarship, Service to the community, Leadership, and Character qualities.

The selection of active members is held once a year during the second semester of the school year. Students must be in grades 10-12 and have been in attendance at Boquet Valley Central School for a minimum of one semester to establish themselves academically and involve themselves in various service and leadership activities, and for the faculty to get to know them and the quality of their character.

The Scholarship portion of the selection process is conducted by the school guidance counselor reviewing students' academic records to determine those individuals who are scholastically eligible for membership, i.e., those persons who meet the required cumulative GPA standard and the minimum attendance requirement. According to the BVCS Excelsior Chapter of the National Honor Society bylaws, the cumulative GPA must be at least 88% for membership to be considered in 2025-2026, and at least 90% in subsequent school years.

The Advisor then notifies these students that they are being considered for membership. If the student wishes to pursue membership they must complete and return the Candidate Information Form, submit one letter of reference by non-teacher, non-family adults, request at least three current teachers to complete a faculty recommendation form, and submit a personal essay providing evidence of the student's leadership, character, and service to the community. At the same time, the faculty, not limited to grades 7-12, is given a chance to complete Faculty Input Forms, which are an opportunity for teachers who have had contact with the student to contribute information on service, leadership, and character qualities.

At this point, the information is placed in individual folders by the adviser for the Faculty Council. At a meeting of the Faculty Council, each student is then discussed for selection to the National Honor Society based on all information from the student and faculty, and voted on. The council uses a pre-established rubric to determine whether the student has met the criteria for selection. To be selected as a member, each candidate must get a majority of the votes of the five-member council. The advisor of the NHS has no vote.

Students selected for membership will be notified in writing by the adviser in a timely manner. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

Students who returned a completed application but are not selected will be notified and given an explanation of the selection process and reason(s), if possible.

In the event the non-selected student and/or parents are not satisfied with the Faculty Council's decision, the next level of discussion should take place with the principal within 10 school days of notification of non-selection. The principal will listen to the concerns. If the principal believes that some technical or procedural mistake has been made, he/she may ask the Faculty Council to reconvene to review the situation. In the absence of specific evidence to the contrary, the principal must assume that the

members of the Faculty Council are exercising their discretion in a responsible and professional manner. If the non-selected student or parent wishes to challenge the principal's decision, they should follow the school's complaint procedure.

The Honor Society's National Council has no authority to review or overturn the judgment of the Faculty Council regarding the selection of individual members to local chapters.

Membership Criteria

Last Revised: June 23, 2025

Students will remain members in good standing of the BVCS Excelsior Chapter of the National Honor Society if they are able to provide demonstrable evidence of the following criteria.

Review of student membership will be conducted on a quarterly basis. Students not meeting each of the standards may be subject to a warning letter and/or review by the Faculty Council. If the Faculty Council determines the member is not meeting any one of the four pillars (Scholarship, Leadership, Character, Service), he or she will be put on probation and will be considered "not in good standing." The member is NOT allowed to take advantage of the NHS Privileges while "not in good standing."

Scholarship

> "**Everyday Scholarship** is a commitment to learning and growing on an educational path. It means making the most of the educational opportunities provided and seeking out learning, not only in school or similar settings, but also personally. Everyday Scholarship doesn't require a minimum GPA—but it does require effort. More importantly, it stems from a desire to contribute to this world in a positive way by building on one's own knowledge, skills, and talent through different experiences."[1]

A member in good standing will...

- Maintain a cumulative academic average of 88% or higher in 2025-2026, and 90% in subsequent years.
- Have no unexcused absences for the current academic year.

Leadership

> "**Everyday Leadership** builds on Everyday Service. Service and leadership oftentimes look very similar. Everyday Leadership is carrying oneself with dignity and taking ownership and responsibility for one's own actions and participation. Being a public speaker, playing quarterback, or having an official title is not required for Everyday Leadership. Everyday Leadership means being an agent—someone who takes action and responsibility—of your own pathway."[1]

A member in good standing...

- Is resourceful in proposing new problems, applying principles, and makes suggestions to improve the school environment
    - i.e. Communicates issues or problems to faculty and staff
- Demonstrates initiative in promoting school activities in a positive manner
    - i.e. Positive participation at school functions and on field trips
- Exercises positive influence on peers in upholding school ideals without exception
    - i.e. Appropriate behavior in all areas of school
- Overtly contributes ideas that improve the civic life of the school
    - i.e. Appropriately makes positive suggestions
- Is able to delegate tasks while maintaining responsibility
    - i.e. As a group participant, has others help without having others do all the work
- Exemplifies behaviors that are indicative of positive attitude
    - i.e. Does not use "put downs"
- Consistently inspires positive behavior in others
    - i.e. Makes encouraging statements to other students
- Demonstrates academic initiative and accepts academic challenges
    - i.e. Completes work above required standards
- Successfully holds offices or positions of responsibility; conducts business effectively and efficiently
- Demonstrates reliability and dependability

    - i.e. Does what needs to be done on time and in completion
- Is the leader in the classroom, at work, and in community or other school activities
    - i.e. Participates in a challenging laboratory experience without verbal or other complaint
- Willingly upholds scholarship and maintains a loyal school attitude
    - i.e. Strives for the best academically

Character

> "**Everyday Character** is valuing diverse cultures and building relationships that reflect love of self but also concern for others. There are endless attributes to good character: perseverance, respect, integrity, honesty, sacrifice—the list goes on. Good and noble character is a high calling. Oftentimes we don't "see" character unless there is a public display of self-sacrifice, or more often, a very public mistake. Everyday Character is not about praiseworthy or blameworthy behavior but the personal commitment to ethical and compassionate decision making that affects oneself and others."[1]

A member in good standing...

- Takes criticism willingly and accepts recommendations graciously
    - i.e. Not rolling eyes when suggestions are made by a teacher
- Consistently exemplifies positive and desirable qualities of behavior (poise, friendliness, stability)
    - i.e. Helping others get along without conflict.
- Upholds principles of morality and ethics consistent with the law
    - i.e. Not driving without a license, drinking alcohol, vaping, or smoking
- Cooperates by complying with all school policies and regulations and codes of student conduct
    - i.e Arrives to class ready to learn does not interrupt education of others
- Demonstrates the highest standards of honesty, academic integrity, and reliability inside and outside of school
    - i.e. Does not plagiarise work, submits own work or appropriately credits sources
- Regularly exhibits courtesy, concern, and respect for others
    - i.e. Does not interrupt others when they are speaking
    - i.e. Does not post inappropriate comments or pictures on social media
- Observes instructions and rules and is punctual inside and outside the classroom
    - i.e. Asks permission to use phone and only uses their phone when given permission from teacher
    - i.e.On time for class and extra-curricular activities

- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to tasks
    - i.e. Studying during study hall
- Manifests truthfulness and shows unwillingness to profit by the mistakes of others.
    - i.e., Does not allow others to use homework, or copy off others
- Seeks to maintain a positive environment by striving to rid the school of bad influences
    - i.e. Reports violations

Services

> "**Everyday Service** is seeking out and engaging in meaningful service. It calls for a service mindset, the desire to seek opportunities to help others as well as acts of service. As Honor Society students, many young teens and young adults at local chapters are required to meet minimum service participation requirements.
>
> Although hours are important, Everyday Service is seeing a need and fulfilling it voluntarily. Sometimes it's driven by a passion for a specific cause or people in need. Other times, it's driven by personal or family need, like taking care of siblings or other family members, or maybe even working part-time to help with family finances."[1]

A member in good standing...

- Volunteers and provides dependable and well-organized assistance, is available, and is willing to sacrifice to offer assistance
    - i.e. Voluntary community service of shoveling for an elderly neighbor
- Works well with others
    - i.e. Makes everyone in a group feel comfortable and important to the success of the group without patronizing them
- Is willing to take on difficult or inconspicuous responsibilities
    - i.e. Stays late at school to tutor a student
- Renders any requested service to the school
    - i.e. Helps an elementary teacher during a study hall
- Does committee and staff work without controlling the situation
    - i.e. Accepts a role in the group without controlling the situation
- Participates in activities outside of school
    - i.e. Scouts, church groups, or volunteer service
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting those in need
    - i.e. Helping lower grade students with their lockers, tutoring fellow students, providing an orientation to new students

[1] "Everyday Pillars of NHS." *NHS*, 5 June 2020, www.nhs.us/parents/student-membership/everyday-pillars-of-nhs/.

BVCS NHS Privileges

Amended on: June 23, 2025

Privileges are afforded to National Honor Society members in recognition of their accomplishments. Membership in the National Honor Society involves a dedication to improving the school and community. Therefore, misuse or abuse of any privilege could result in the loss of that privilege upon review by the Faculty Council and the Superintendent of Schools. Privileges are reviewed and approved by the Principal and the NHS Executive Committee each school year. Note that bestowing the privileges in previous years does not set a precedent for future years. Any of the following privileges may be taken away from the chapter at any time.

All National Honor Society members will be issued NHS membership cards, which may be used as a pre-signed Hall Pass at any time.

Juniors and Seniors who are permanent members of the National Honor Society may arrive late or leave early from school. NHS Members who have a study hall 1st and/or 2nd period of the day may arrive late to school, arriving in time for their first class. Students MUST call the school nurse prior to 8 AM if the student chooses to arrive late. A list of students who will be able to take advantage of this privilege must be in the office. If at any point during the use of this privilege ANY student in the NHS arrives a moment late for their 2nd period class, the entire NHS may lose this privilege. The NHS would then be able to reapply for this privilege in the following school year, but not sooner. NHS Members who have study halls at the end of the school day may leave after their last class of the day and not return to school for the day. Exceptions include school events that are taking place during 10th period, including but not limited to, pep rallies, school celebrations, OASIS events, and any other requirement the principal or a classroom teacher deems appropriate. A Parental Permission slip MUST be signed by the parent or guardian and placed on file with the attendance officer prior to the student taking advantage of this privilege. Specific rules are detailed on the permission slip.

NHS Members will be allowed to leave the campus for lunch and return to campus prior to the end-of-period bell ringing. If a member has a study hall adjacent to lunch, before or after, he/she may leave after attendance has been taken in the study hall or lunch and return prior to the end-of-period bell for study hall or lunch. Students MUST go through the cafeteria line for breakfast or lunch prior to exiting. A Parental Permission slip MUST be signed by the parent prior to the student taking advantage of this privilege.

NHS Members will be allowed to go outside or leave campus during study halls and return prior to the end-of-period bell. If a member has two consecutive study halls, they may leave after attendance of the first study hall and return to the second study hall prior to the end-of-period bell (allowing for SH monitors to take attendance). A Parental Permission slip MUST be signed by the parent prior to the student taking advantage of this privilege.

NHS Members will be allowed to go outside, but MUST remain on campus during study halls and lunches. A Parental Permission slip MUST be signed by the parent prior to the student taking advantage of this privilege.

Discipline and Dismissal Process

Last Revised: September 25, 2020

All members are expected to maintain the standards of Scholarship, Leadership, Service, and Character, which are the four pillars of the National Honor Society. For a detailed description of these expectations, please refer to the Membership Criteria Section of this handbook. Failure to uphold these expectations will result in discipline and/or dismissal procedures.

Discipline and Dismissal Procedures

Disciplinary procedures occur when a member falls below the standards of Scholarship, Service, Leadership, or Character by which they were selected on repeated occasions or in a flagrant manner. The goal of disciplinary measures is to reeducate the member to more appropriate behavior.

When the behavior of a member is in question, the advisor meets with the NHS Faculty Council, who determines what disciplinary action, if any, is to be taken. Disciplinary action given is at the discretion of the NHS Faculty Council, based on the incident(s) and overall performance of the member (in terms of upholding the standards of the National Honor Society). If disciplinary action is to be taken, the advisor then meets with the member to discuss the incident(s) and consequences. Additionally, a Warning Letter (Notification of Probationary Status) is given to the student and will include the following:

- The nature of the violation(s) or failure to maintain one or more of the four pillars of the National Honor Society.
- The expectations for improvement necessary to avoid additional consequences of non improvement which may include dismissal.
- The time period given for improvement.
- The disciplinary action given, if any.

A copy of the Warning Letter will be kept in the member's NHS file, and a copy will be sent to the member's parent or guardian.

Disciplinary Action can include but is not limited to the following:

- **Suspension of NHS Privileges**: Members may have specific privileges or all privileges suspended for a stated length of time. Please refer to the previous section titled Privileges for a detailed list of these.

- **Warning Letter**: A warning letter is issued only once during the course of a student's membership in the National Honor Society. Additional negative behavior after a warning letter is received is likely to lead to dismissal proceedings. Further, a warning letter is not required for dismissal in the case of a flagrant violation of school rules or civil laws.
- **Dismissal Proceedings**: If a member does not make improvement after disciplinary actions have been taken, or if further infractions occur, the member will be subject to dismissal proceedings. For example, if a member has been issued a warning letter and is then written up, the Faculty Council may choose to move to dismissal proceedings. The same dismissal procedure will pertain to all members.

  If a member is to be the subject of dismissal proceedings, the advisor will meet with the student to issue a letter stating the reason for the dismissal consideration, the date, place, and time of the hearing, and the right of the member to respond in writing or orally. The dismissal hearing is identified in the NHS National Constitution as a right of membership; is guaranteed as due process; and requires the chapter to notify the member. A copy of the letter will be sent to the parent/guardian, and a copy will be placed in the member's NHS file. The dismissal hearing is always prior to any vote or decision on dismissal. Under no circumstances is there automatic dismissal from the Honor Society.

  If the Council votes to dismiss a member, a written notice of the decision signed by the advisor and the principal will be sent to the member, with copies sent to the student's parents/guardians and the principal. The member must then surrender all products that contain the NHS emblem, including, but not limited to, the membership card, pin, and handbook. Failure to do so will be treated as a school disciplinary matter.

  The NHS member may appeal the decision of the Faculty Council first to the principal and then according to the policies governing disciplinary appeals at Boquet Valley Central School. The National Council and the National Association of Secondary School Principals (NASSP) do not have the authority to hear or make any decisions regarding appeals in dismissal cases. A member of the National Honor Society, who is dismissed or who resigns, is never again eligible for NHS membership or its benefits.

Volunteer Service Log

For School Year: _____ Student Name: _____

Date(s)	Activity/Event	Description of Work	# of Hours	Contact Person/info