

## **INSTRUCTION**

### **Honor Society**

The National Honor Society is an organization whose main purpose is to create enthusiasm for and to promote scholarship, leadership, character, and service in the students of Cuginchaug Regional High School. The Cuginchaug Chapter is governed by the Constitution of the National Honor Society of Secondary Schools as well as local bylaws.

Any junior or senior who has been a student at Cuginchaug for at least one semester and has maintained at least a B+ (3.333) average is eligible for candidacy. The selection process shall take place once during the school year, immediately following the close of the first marking period.

The procedure for selection is as follows:

1. At the close of the first marking quarter, the guidance department compiles a list of all juniors and seniors who have a cumulative grade of B+ (3.333) or higher.

2. The principal will contact each student to congratulate him/her on his/her selection as a candidate and inform them of the steps involved in the selection procedure along with ideas on how to fully complete the data sheet to be used in the National Honors selection. The data sheet mirrors the characteristics of leadership, service, and character. The data sheet assists candidates to ensure that their outside activities are clearly explained.

3. A faculty meeting is called soon after the close of the marking period in order for teachers to individually and confidentially recommend students for consideration for induction into the National Honor Society. Student Data Sheets are available to teachers upon request.

4. The faculty council of the National Honor Society (consisting of five teachers) selects members to the Honor Society after considering the recommendations made by the entire faculty.

5. The faculty council uses the guidelines published in the “Commentary on the Constitution” for definitions of leadership, service, and character. Candidates will be considered to have met the criteria of a characteristic if their behavior/accomplishments positively match the majority of the guidelines. A student will be considered not to meet the criteria if the student’s behavior violates any guideline or if a majority of the guidelines do not match the student’s behavior.

### **Non Selection**

If a student is not selected for membership, the student or student’s parents may request of the principal and be told which characteristic is not met. All requests for information will be confidential. Records will be kept by the Chapter Advisor who will preserve the faculty council’s vote on each characteristic for each candidate.

Once elected, members must adhere to all standards of the society and must provide individual and group services to the school.

Policy Adopted: June 23, 1993

Policy Revised: November 12, 2008

Policy Reviewed: September 7, 2011

**Bylaws of the Coginchaug Chapter of the National Honor Society**

**Article I**

**Name**

Section 1                   The name of the chapter shall be the Coginchaug Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Honor Society, duly signed by the members of the National Council.

**Article II**

**Selection of Members**

Section 1                   Candidates shall have spent at least one semester in the Coginchaug High School and shall be members of the junior or senior class. Candidates eligible for election to the chapter shall have a scholastic average no lower than 3.333 on a 4.0 scale. All those students who have a scholastic average of 3.333 or higher shall then be admitted to candidacy for membership. A list of all students in the two classes with a cumulative CGA of 3.333 or higher will be compiled by guidance.

Section 2                   A candidate's eligibility shall then be considered on his/her Service, Leadership, and Character, based on the student activity information sheet that he/she completes and recommendation from the entire faculty to the Faculty Council, which shall elect the new members.

Section 3                   The selection process shall take place once a year following the close of the first quarter.

Section 4                   A description of the selection procedure shall be printed in the Student Handbook.

**Article III**

**Dismissal**

Section 1                   Any member who falls below the standards for membership (as stated in the Selection of Members; Article II), shall be promptly warned. If during the next regular marking period of the school, the student fails to correct the deficiency, his/her case shall be passed upon by Faculty Council, using the specific guidelines in Article X of the National Constitution.

**Article IV  
Officers**

- Section 1                   The officers of this chapter shall be President and Secretary.
- Section 2                   The officers of the chapter shall be selected at the first regular meeting of the school year.
- Section 3                   It shall be the duty of the President to preside at the meetings of this chapter.
- Section 4                   The Secretary shall preside in the absence of the President.
- Section 5                   The Secretary shall keep the minutes of meetings, a record of all business and all records on file. In addition, the Secretary shall handle all correspondence as directed by the President or adviser.

**Article V  
Officers**

- Section 1                   The regular meetings of this chapter shall be established by the membership and the chapter advisor at the first regular meeting of the school year.
- Section 2                   Special meetings, approved by the advisor, shall be called by the President.
- Section 3                   Members must attend all meetings of the chapter. If an absence is necessary, the member must inform the President or advisor prior to the meeting.

**Article VI  
Activities**

- Section 1                   The chapter's service project shall be decided upon before the end of the first quarter of the year.
- Section 2                   Each member shall have the responsibility for choosing a personal service project by the end of the first quarter of the year. New members shall select their projects by the end of their first quarter of membership.

Section 3

Each member shall report regularly to the chapter advisor regarding his/her participation in both individual and chapter projects.

Regulation Adopted: March 29, 1990

Regulation Revised: November 12, 2008