

**Ward Melville National Honor Society**  
**Invictus Chapter Bylaws**  
**(Ratified 2019)**

**\*PLEASE NOTE COVID AMENDMENTS MAY NOT BE REFLECTED AND ANY  
MODIFICATIONS DUE TO THE PANDEMIC ARE MADE AT THE DISCRETION  
OF ADMINISTRATION**

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**Article I -Name**

The National Honor Society, Invictus Chapter, Ward Melville High School

**Article II- Purpose**

The purpose of this organization, as stated in the Constitution of the National Honor Society Article I, Section 2, 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 Ward Melville High School.

**Article III- Powers**

**Section 1**

the principal and any other administrative

personnel have the power to oversee and to regulate any project or action taken by the National Honor Society.

**Article IV- Membership**

**Section 1- Introduction**

Membership is offered to Juniors and Seniors at Ward Melville High School who fulfill the scholarship, leadership, service and character requirements of the Invictus Chapter of the National Honor Society. Selection into the Ward Melville Chapter of the National Honor Society is based on the guidelines outlined in the **National Honor Society Handbook**. A Faculty Council reviews each candidate's information.

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### Section 2- Selection Process

- A. Only Juniors and Seniors who have been in attendance at Ward Melville High School for at least one full year may be considered for membership into the National Honor Society.
- B. A minimum overall weighted average of 90% at the end of the second quarter **must** be achieved in order to qualify. Please note that this GPA may not be the GPA represented on the student's transcripts as 9th grade scores are not applied. 9th grade scores are used to calculate eligibility for **National Junior Honor Society**.
- C. Eligible students who complete and submit the official application packet outlining their accomplishments are reviewed in each of the three areas: Leadership, Service, and Character. **The application packet must be submitted by 2:45 PM on the date specified on the form. A receipt will be issued at the time of submission. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE.**
- D. A Faculty Council of five voting members chaired by the National Honor Society adviser(s) in a non-voting role will consider each application packet according to guidelines set down by the national organization. Candidates receiving a majority vote of the Faculty Council shall be inducted into the chapter.

### Section 3 - Selection Requirements

- A. **Scholarship-** 90% overall weighted average after the first semester of the Junior or Senior year. ( Please again note that this GPA may not be the GPA represented on the student's transcripts as 9th grade scores are not applied. 9th grade scores are used to calculate eligibility for the National **Junior Honor Society**.)
- B. **Character-** The candidate must write an essay as described in the Application Packet. ~~On the school's website under the NPHS link, it is stated that the school reserves the right to reject any application if the candidate has violated the school code of conduct.~~
- C. **Leadership-** Coaches and Club Advisers within or outside of school are asked to verify the candidate's leadership abilities as indicated the application. Candidates must show leadership verifiable by the adviser. Some examples include, but are not limited to, teaching, motivating, inspiring, serving as an officer and/or captain, working as a committee chair, organizing an event or fundraiser, etc. Applicants must also submit an essay attesting to leadership.



- Set an example of scholarship, leadership, character and service for others to follow

#### **Duties of Vice President:**

- Lead and organize chapter service projects alongside president
- Work closely with the president and advisor(s) to assess progress towards meeting chapter goals.
- Perform any duties delegated by the president.
- Preside at all meetings and perform all presidential duties in the absence of the president.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Help to organize the induction ceremony
- Assist in corresponding with members and advisers
- Set an example of scholarship, leadership, character and service for others to follow
- Oversee the NHS tutoring program

#### **Duties of the Secretary**

- Prepare and post the agenda for each chapter meeting
- Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Create and maintain a website
- Prepare and present the minutes of each chapter meeting
- Keep accurate attendance of all meetings and projects and inform the advisor of any members who do not meet their obligations
- Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Assist the president in reminding members of any committee duties, induction roles, service project dates and individual log sheet due dates
- Keep track of committee calendars
- Represent the chapter in public relations and official functions
- Speak at the induction ceremony on one of the four tenets of the NHS
- Set an example of scholarship, leadership, character and service for others to follow
- Keep an organized log of information and present the log at each officer meeting
- Responsible for completing and delivering school announcement forms

#### **Duties of Treasurer**

- Maintain with the advisor a running financial record of all income and expenditures for the current year
- Collect dues and ensure that all members pay dues
- Report to advisers financial records and missing monies from members
- Tally dues and report to all advisors at meetings
- Assist in filling out orders for the purchase any necessary items for the chapter: induction ceremony supplies, NHS cords/tassels for seniors, etc.
- Represent the chapter in public relations and official functions

- Speak at the induction ceremony on one of the four tenets of the NHS
- Set an example of scholarship, leadership, character and service for others to follow

### **Duties of Historian**

- Collect a copy of all NHS agendas, speeches, induction ceremony scripts, selection packets, election procedures, officer requirements, community service guides, individual service logs and any other written material to establish and maintain continuity and traditions
- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history
- Take photos at all events
- Research and prepare items of significance of the chapter's history
- Prepare displays of chapter activities
- Complete the annual report of all National Honor Society activities
- Update the NHS bulletin board with photos and memorabilia
- Represent the chapter in public relations and official functions
- Speak at the induction ceremony on one of the four tenets of the NHS
- Set an example of scholarship, leadership, character and service for others to follow
- Prepare an end of year presentation

### **Duties of Parliamentarian**

- Work with the advisor to establish guidelines for proper meeting conduct and behavior
- Ensure that order is maintained and procedures are correctly followed at all meetings
- Be proficient with parliamentary procedures (see constitution on website)
- Rule on all questions of parliamentary conduct at chapter meetings
- Represent NHS at all chapter activities
- Represent the chapter in public relations and official functions
- Speak at the induction ceremony
- Set an example of scholarship, leadership, character and service for others to follow

**NOTE: ALL OFFICERS ARE REQUIRED TO ASSIST WITH AND PARTICIPATE IN THE INDUCTION CEREMONY**

### **Section 2- Members**

All NHS members must maintain an overall weighted 90% average throughout their senior year



The above bylaws shall be ratified by two-thirds majority vote of membership, submitted and finally approved by the Faculty Council.

## **Article X- Provisions for Amendment and Revision**

### **Section 1**

Potential amendments may be brought up at any general meeting or addressed to board members. Amendments will be formally written by the board and then presented for discussion at an advisory meeting.

### **Section 2**

At the beginning of each year, the board shall review and revise the bylaws from the previous year. These laws, if amended, shall be ratified in a similar manner to that as written in Article IX.