



William B. Travis High School Chapter

National Honor Society

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Chapter Bylaws

ARTICLE I: NAME

The name of this chapter shall be the William B. Travis High School Chapter of the National Honor Society of Secondary Schools.

ARTICLE II: PURPOSE

The purpose of the William B. Travis High School Chapter of the National Honor Society is to recognize students demonstrating exceptional scholarship, leadership, service, and character and to provide those students with opportunities to continue exhibiting such traits.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions.

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 administration. (see Article V, Section 1 of the National Constitution).

Section 4. 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, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: ADVISER & FACULTY COUNCIL

The Faculty Council consists of the Faculty Adviser (acting ex-officio, non-voting) and a minimum of five voting Faculty members approved by the Principal or the Faculty Adviser.

ARTICLE V: MEMBERSHIP & ELIGIBILITY

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of **character, scholarship, leadership, and service**.

Section 2. To be eligible for selection to this chapter, candidates must:

- A. Be members of the junior or senior class.
- B. Have and maintain a minimum, cumulative weighted GPA of 3.50.
- C. Actively participate in at least one THS extracurricular activity (clubs, athletics, etc.).

- D. Complete and submit the official THS NHS Application, by the published deadline, following all guidelines and instructions.
 - a. More information and support can be found on the THS NHS Website.
- E. Meet standards of **character, scholarship, leadership, and service** listed below:
 - a. *Character* is one's moral and ethical standard, demonstrated by an unblemished history of academic integrity.
 - i. Character is assumed by one's disciplinary track record, history of academic integrity, and demonstration of courtesy and concern for those around them.
 - ii. If a candidate has violated the THS "Code of Conduct, "the THS Drug and Alcohol Policy and/or the THS Honor Code in any setting, admission to the Society will be denied.
 - b. *Scholarship* is characterized by a student's GPA and the academic rigor of their classes.
 - i. Students eligible for membership must have a minimum, cumulative weighted GPA of 3.50 or greater or higher at the end of the previous school year.
 - ii. Students who do not meet this requirement are removed from consideration as potential members.
 - c. *Service* is characterized by a student's volunteer work in the school and the community.
 - i. Volunteers must indicate a high level of commitment to the community by showing a **continuous, dedicated, and sustained** level of extracurricular volunteering in their school clubs and local community. One-time service opportunities are acceptable but should demonstrate a dedicated commitment to an organization.
 - ii. Completion of service is **mandatory** for acceptance and must be included on the application; the "Service" section cannot be left blank.
 - 1. Please refer to the THS NHS Website for examples of acceptable service
 - 2. "Service" can be defined as any service activity completed after the completion of the applicant's eighth grade year.
 - d. *Leadership* is characterized by a student's ability to take initiative in necessary situations in order to accomplish tasks with a team.
 - i. Exemplary leadership begins with exemplary participation; admission requires active participation in activities both during and outside of school hours.
 - ii. Applicants are encouraged to choose the leadership position that best showcases leadership skills and qualities.
 - iii. Unlike extracurricular activities, curricular activities will only be considered if the student holds a leadership position in said activity and the position was something the student had to audition or apply for (*editor-in-chief of school newspaper, section leader for an advanced music class, etc.*).
 - iv. Titles, roles or positions earned or started after May 1, 2025 will be considered only if the applicant demonstrates through documentation (description in the application, essay component, etc.) that there has been a substantial level of participation and/or preparation over the summer.
 - v. Student will expound upon their leadership experience in the application essay, a checklist for which can be found in the on the THS NHS Website.

ARTICLE VI: SELECTION OF NEW MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members approved by the principal. The chapter Adviser shall be the sixth, nonvoting, ex officio

member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the first quarter of the school year.

Section 3. Prior to the final selection, the following shall occur:

- A. Students' academic records shall be reviewed to confirm scholastic eligibility as referenced in Article V, section II.
- B. The Faculty Council shall review the applications to determine those who fully meet the criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony but may begin chapter activities as soon as they receive notice of acceptance in writing.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official email indicating the status of their membership, upon request.

Section 6. An active member of the National Honor Society who transfers to Travis from another school will be accepted unconditionally to the Travis High School Chapter.

- A. Transfer students are responsible for notifying and providing documentation of their membership to the Chapter adviser.
- B. When accepted, the member will be informed of and must follow the Travis Chapter's standards and bylaws.
- C. Regular chapter fees will apply (refer to Article VIII, Section I).

ARTICLE VII: SELECTION, DENIAL & APPEAL PROCESS

Section 1. After all applications have been reviewed by the Faculty Council, applicants will receive their decision via the email provided in the application, notifying them of either:

- a. Selection
- b. Non-selection
- c. Non-selection with the right to appeal

Section 2. Applicants who receive a "non-selection" email may **not** apply for appeal and will be informed of the reason(s) for their non-selection. Grounds for non-selection are:

- A. The failure to fulfill the Scholarship requirement of a minimum, cumulative weighted GPA of 3.50.
- B. The failure to fulfill the Service requirement.
- C. The failure to participate in school-based extracurricular activities (service-based or otherwise).
- D. The failure to abide by the THS "Code of Conduct," the THS Drug and Alcohol Policy and/or the THS Honor Code in any setting.
- E. The failure to complete the application accurately and honestly.
- F. The failure to submit the application on or before the published deadline.

Section 3. Applicants who receive a "non-selection but with the right to appeal" email are invited to take part in the following process:

- A. In the email, the applicant will be able to sign up for a time to meet with the Chapter adviser.
 - a. Applicants should be prepared to review their application.
 - b. During this meeting, applicants will get a chance to review their application and discuss why it was denied.

Section 4. Applicants who are not selected in their Junior year may apply again their Senior year as long as they meet the qualifications outlined in Article V.

ARTICLE VIII: OBLIGATIONS OF MEMBERS

Section 1. A. A membership fee of \$25 will be collected from every new member after the selection process. For each subsequent semester of membership, a \$25 membership fee will be required for active members.

- a. Fees are used for national Chapter dues, subsidizing graduation stole costs and induction ceremony materials.
 - i. Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the Chapter's emblem.
 - ii. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole at graduation.
- b. No member will be excluded from the Society due to an inability to pay. If need is demonstrated, their dues will be covered by the chapter's treasury. A member should discuss this with the Adviser if applicable.

Section 2. All members must maintain a minimum, cumulative weighted GPA of 3.50 each quarter. Anyone who:

- A. Fails to achieve a weighted GPA of 3.50 in any quarter will be placed on probation pursuant to procedures outlined in Article IX, Section II.
- B. Fails to achieve a weighted GPA of 3.50 in two consecutive quarters will be dismissed.

Section 3. All members must submit 14 hours of service credits by the published due date.

- A. All credits must be tracked using the THS NHS form provided on Schoology
 - a. This form will be submitted as a **PDF** on Schoology on or before the published due date
- B. The due dates for the 2025-2026 school year can be found on the THS NHS Website.
- C. Seven of these credits must come from active participation in THS NHS-sponsored events
 - a. THS NHS-Sponsored events are those published on the chapter calendar and Instagram page.
 - b. To maintain equity standards, members may **not** sign up for more than one slot in any given activity unless otherwise specified on the sign up.
 - c. Members with questions should verify with the chapter Adviser that their participation will be approved before the event.
 - d. All event details can be found on the THS NHS Website, Instagram account and through Remind messages.
 - e. Any member who does not fulfill the required credits by the published due date will be subject to dismissal.
- D. Seven of these credit may come from outside THS NHS-sponsored events.
- E. Please refer to the THS NHS Website for examples of acceptable service
- F. Members may **not** earn all their credits from any **one** activity.
- G. Members may **not** earn more than 5 hours by donations.
- H. Students must be able to provide proof of participation for every activity submitted for credit
 - a. Proof may be defined as :
 - i. A photo of a donation
 - ii. A photo taken at the event with the student in it

Section 4.

- A. Attendance at all Society meetings is **required** for all members. Attendance at Induction rehearsal and the Induction ceremony is **required only** for new members.
- B. Members who miss a meeting must complete and submit a "Missed Meeting" form within five school days of the missed meeting. Anyone who:
 - a. Fails to submit the "Missed Meeting" form within five days will be placed on probation pursuant to procedures outlined in Article IX, Section II.

- b. Fails to submit **two** “Missed Meeting” forms on time will be subject to dismissal.

Section 5.

- A. Any student who receives a disciplinary referral / incident report while a member of NHS has an obligation to report the referral / report within 48 hours to the NHS adviser in writing, along with an explanation regarding the nature of the referral / report.
 - a. This may be reported via email to the NHS adviser’s THS email address.
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ARTICLE IX: PROCEDURES FOR PROBATION AND DISMISSAL

Section 1.

- A. If a member falls below the standards of their selection for membership, they may face probation or dismissal from the Society.
- B. It is the responsibility of the Adviser to periodically review the standing of each member.

Section 2.

- A. Reasons for probation include, but are not limited to:
 - a. Not achieving a minimum, cumulative weighted GPA of 3.50 in any quarter
 - b. Failing to submit membership dues on time
 - c. Failing to submit any required paperwork on time
 - d. Deleting a sign up for an THS NHS-Sponsored event less than 24 hours before the event
 - e. Signing up for an THS NHS-Sponsored event and either failing to show up or failing to bring required materials / donations
- B. The Adviser will inform the member via email with:
 - a. The nature of the violation
 - b. The time period given for improvement
 - c. The possible consequences for failure to show improvement (dismissal from the Society)
- C. A member on probation will still be able to earn credits.
 - a. Seniors on probation at the time of Graduation shall not be recognized as NHS members during the Graduation ceremony.
 - b. Seniors on probation at the time of Graduation will not be permitted to wear the NHS stole at the graduation ceremony.
- D. Probation will be lifted if violation is corrected or if no future violations occur within the allotted time period, as determined by the Faculty Adviser.
- E. A member on probation for two consecutive quarters will be subject to dismissal.
- F. A member who incurs any additional violations while on probation will be subject to dismissal.

Section 3.

- A. Reasons for dismissal from the chapter include, but are not limited to:
 - a. Not maintaining a minimum, cumulative weighted GPA of 3.50 for two quarters
 - b. Incurring a violation while on probation
 - c. Being placed on probation more than once in a school year
 - d. Violating the THS “Code of Conduct” in any setting
 - e. Violating the THS Drug and Alcohol Policy in any setting
 - f. Violating the THS Honor Code in any setting
 - g. Failing to inform the Chapter adviser in writing 48 hours after incurring a violation of the nature of the above items d, e and/or f. (*Article VIII, section 5*)
 - h. Flagrant violation of school rules
- B. A member who is subject to dismissal has a right to due process and hearing; in which the chapter will notify the member in question of the:
 - a. Standards violated
 - b. Potential consequences (dismissal from chapter)
 - c. Date and time of the hearing
- C. A member who fails to attend the disciplinary hearing forfeits the right to appeal and is automatically dismissed.

Section 4.

- A. The Faculty Council will hold disciplinary hearings to discuss the membership status of individuals who are subject to dismissal.
 - a. The violation and reason for the disciplinary hearing will be investigated thoroughly before the hearing.
 - b. The focus of the hearing is to allow the member to present their case.
 - c. During the hearing, the Faculty Council may ask questions related to the violation and/or information uncovered during the investigation.
 - d. After the hearing, if the Faculty Council concludes that the member's action(s) deserves dismissal, a final notification about this decision will be made via email with the exact grounds for dismissal, within two school days.
 - e. Dismissal requires a majority vote of the faculty council, per Article X, Section 5 of the national constitution.
- B. A member who is dismissed will **not** be eligible for membership again.

Section 5.

- A. A member who wishes to resign their NHS membership must do so via a typed document submitted to the Faculty Adviser.
 - a. Reasons as to why the member would like to be removed should be included.
 - b. A member who resigns will **not** be eligible for membership again.

ARTICLE X: OFFICERS

Section 1.

- A. Any member in good standing may apply to be an officer.
- B. Applications must be submitted through the online form. No late applications will be accepted.
- C. Applicants must also ask for two THS staff members to complete recommendations, through the online form.
 - a. It is the responsibility of the applicant to follow up with staff members regarding the completion and submission of the recommendation form.
- D. The Adviser and the current officers will review all applicants.
- E. The Adviser and current officer will make decisions on who to interview and notify applicants within five school days.
- F. Those who qualify for an interview will choose an interview date and time based on availability the Adviser sent out.
- G. Upon completion of interviews, the Adviser will notify selected officers within five school days via email.

Section 2. All Officers will:

- A. Maintain solid communication with the NHS adviser, via email; this includes responding to emails in a timely fashion.
- B. Attend all NHS Officer Meetings (once a month, more before major events).
- C. Participate actively in **ALL** school-based NHS service events.
- D. Serve as role models for all NHS members, adhering to all of the NHS principles and standards.
- E. Serve as communicators to and for the NHS student members.
- F. **Attend** and assist in facilitating the NHS Induction Ceremony.
- G. **Attend** and assist in facilitating **all** NHS general meetings.
- H. Facilitate the NHS Social Media account(s) in appropriate fashion.

Section 3.

- A. All Officers will be held to the same standards and the same procedures for probation and dismissal.
- B. In addition, Officers will only be allowed to miss one meeting or event for which they have signed up or are required to attend.

- a. Officers who miss more than one of the aforementioned activities will be removed from the board but remain members of the chapter.

Section 4. If members in good standing of the chapter take issue with any action taken by the Officer and Adviser, they are guaranteed the right of redress.

A. Any member may present a written redress of grievances to the Adviser about any action taken by the Officer. To be considered for discussion, this petition must have the signatures of 10% of the population of the Society.

- a. Members who create or sign petitions are protected from disciplinary action regarding the contents of their petition and will remain confidential as long as they adhere to the tenets of the Travis High School Code of Conduct.
- b. The issue will then be discussed, and appropriate action will be voted on during the Society meeting.

Revised May, 2025

Casey Lodini, Chapter Adviser

Dr. Sarah Laberge, PhD, Principal of William B. Travis High School