

National Honor Society® & National Junior Honor Society®

Adviser Handout: The Basics

Toon-Up Your Honor Society Workshop

CADA Conference 2014, Reno, NV



Prepared by NASSP Honor Society staff

David Cordts (x328)

cordtsd@nassp.org, and

Elancia Felder (x327)

feldere@nassp.org

NHS & NJHS National Office/NASSP

1904 Association Drive, Reston, VA 20191-1537

PH: 703-860-0200 / **800-253-7746** (TF) / FX: 703-476-5432

Sales Office: 866-647-7253 (toll free)

E-mail: nhs@nhs.us Websites: www.nhs.us or www.njhs.us

Online Stores: <http://store.nhs.us> and <http://store.njhs.us>

Visit us on Facebook: www.facebook.com/nhsandnjhs



© NASSP. NHS and NJHS are programs of the
National Association of Secondary School Principals (NASSP).

Table of Contents

Adviser Workshop Handout

1. Title page/Cover Sheet
 2. Table of Contents
 3. Ten Basic Necessities for all NHS and NJHS Chapters
 4. Benefits of Membership: Products and Services from the National Office
 5. Recommended Selection Procedures
 6. Obligations of Membership/How to be a Good Chapter Member
 7. Dismissal Procedures (the due process for all chapters)
 8. Glossary of Honor Society Terminology
 9. Four Words to Avoid
 10. Resources: Online and otherwise for you and your chapter
- To conclude: Some suggestions from the national staff and Final Notes

This packet belongs to: _____
And indicates the signee attended this professional development session. Date: _____

TEN BASIC NECESSITIES FOR ALL NHS & NJHS CHAPTERS

Q: What are the “basic necessities” of every NHS & NJHS chapter according to the National Constitution?

A: When one reviews the national constitution for the honor societies, there emerges a list of ten activities that are fundamental to every chapter. *NOTE:* All chapters should be using the most recent editions of the *NHS* and *NJHS Handbooks* (*New editions published in 2012 for all chapters*). Advisers needing the handbook can order one from the NASSP Sales office. Call Sales directly at 866-647-7253, and please have your chapter’s **affiliation number** (School ID number as found on your Adviser ID card) handy to complete your order.

1. AFFILIATION: Every chapter is required to affiliate with the National Office on a yearly basis. **Article IV, sections 2 and 3** refer to this responsibility. Once your chapter is chartered (established), the yearly affiliation fee of **\$85.00** (FY14) entitles the chapter to all of the benefits of membership including a subscription to *Leadership for Student Activities* magazine, receipt of e-newsletters, scholarship information, and other benefits. Annual expiration date is **June 30**; renewals are sent to the principal’s attention in the spring; reminder emails to advisers.

2. SELECTION PROCESS: Once organized, each chapter develops a selection process (**Article IX**). This process includes utilizing a **five-member Faculty Council**, appointed by the principal, which undertakes the selection of all new members as well as the disciplining of existing members of the chapter. The selection process is supervised by the chapter adviser who sits as a *sixth, non-voting member* of the Faculty Council.

3. PUBLISH: Because the Honor Society serves to recognize outstanding students in the school, it is important for all members of the school community to understand the nature of the honor of being selected. To accomplish this, all chapters must publish their procedures (both selection and dismissal) in school publications distributed to *students, faculty, and parents* (**Article IX, section 4**). The open description of these procedures helps to maintain a healthy view of the chapter and counters any perceptions of the chapter being a secretive or elitist organization that may otherwise exist in the school community.

4. REVIEW: To ensure that all of the operating procedures fit within the national guidelines, it is recommended that all chapters, under the direction of the adviser, regularly review their guidelines to see that they conform to the National Constitution (**Article IV, section 5**). It is beneficial to include the school principal in this review as well as the full Faculty Council to see that there is a common understanding of all guidelines and the criteria for membership. It is recommended that this review be undertaken yearly, but definitely any time that a new principal, new adviser, or new members of the Faculty Council are appointed.

5. INDUCTION: Once selection of new members has been accomplished, every chapter sponsors an induction ceremony (**Article VIII, section 4**). Though these ceremonies may include the national insignia, motto, and colors, there is no required procedure. Local traditions and history play an important part in any school ceremony and can be included in your own special induction ceremony. Avoid referring to this as the “initiation” ceremony. In addition, the phrase, “Make it Special,” is a good rule of thumb to keep in mind.

6. MEETINGS: In order to conduct business of the chapter and to plan a variety of activities (including those identified in this overview), regular meetings of the chapter are to be held. **Article XIII** provides a good outline of the basics: hold the meetings regularly, describe the meeting time in your by-laws, be prepared for special meetings when needed, and run your meetings in an orderly fashion. As you train your members and officers during the year, focus upon good meeting skills as one of the leadership qualities you wish to add to your members' characteristics. (See publication, *Meetings That Matter, Revised* from the national office.)

7. BY-LAWS: Chapter By-laws, according to **Article XVI**, are designed to “amplify sections of this [the National] Constitution and to clarify operating procedures of the chapter.” Many chapters draw upon models that already exist in their school student councils or other organizations when formulating their local guidelines. NOTE: It is not necessary to rewrite the National Constitution into your local by-laws, but it is appropriate to make reference to it as the general guideline for all chapter functions. See www.nhs.us/bylaws for more information.

8. SERVICE: Chapter Service Projects have evolved as a chapter requirement directly from one of the purposes of the national organization, i.e., “to stimulate a desire to render service.” In recent years, many chapters have opened up their projects to participants from the student body, using chapter members as organizers and supervisors of the project. In this way, the desire to render service is built into the lives of all students in the school. (See **Article XIV**)

9. INDIVIDUAL SERVICE: In addition to the chapter service project, **Section 4 of Article XIV** speaks of each member's responsibility to engage in a service project developed from his or her own particular talents and interests. Here the local adviser can provide direction to chapter members regarding the great variety of projects available in the community and follow up with careful and accurate monitoring of student participation to see that sufficient hours of service are being provided. See www.nhs.us/ideas for service project ideas.

10. ANNUAL SURVEY. After all is said and done, the national office asks each adviser to complete an Annual Survey on the chapter and its activities (**Article VI, section 2**). This survey, which is promoted via email and linked on the website in early spring, is submitted by no later than **June 30** to the national offices. As NHS and NJHS continue to grow and more opportunities for development are offered, the statistics gathered in this annual survey become increasingly significant. See link on www.nhs.us April 1- June 30, login required.

It is essential that every chapter begin with these fundamental requirements for maintaining a chapter of NHS or NJHS. As an active part of the overall student activities program found at your school, your chapter can do much to make a positive, significant difference for your entire community. Look to future publications from NASSP and monthly issues of *Leadership for Student Activities* magazine to provide guidance and new ideas for helping to make your local chapter the best it can be.

National Honor Society[®] and National Junior Honor Society[®] were both established by the National Association of Secondary School Principals (NASSP) in 1921 and 1929, respectively. NASSP has delegated the day-to-day administration of these two organizations to the Student Programs Office, leaving the formal policy making issues to the NHS & NJHS National Council, a committee of NASSP, and the NASSP Board of Directors.

Note: The versions of the National Constitutions found on www.nhs.us are the most recent edition for use by all chapters. www.nhs.us/constitution.

Benefits for Membership and Affiliation with NHS & NJHS: An Overview

Updated 1.14

“What do we receive for our affiliation fee?” The following list represents the many benefits that schools receive from affiliating annually with NHS or NJHS, as administered by NASSP and the Student Programs office. The list below contains specific, direct benefits that come with national affiliation as well as services, resources, and opportunities that are made available annually to our members. National office staff members are always happy to provide clarification of these items. Items noted in the first column with an asterisk (*) are "Member Only" benefits.

Benefit Categories	NHS & NJHS
DIRECT BENEFITS	
1. Magazine subscription*	1. <i>Leadership for Student Activities</i> (9 issues/year), the premiere resource for student leadership and adviser training at the secondary level; special section of NHS & NJHS news and Q&A each month; online archive found at www.nhs.us/14sa .
2. Informative Mailings*	2. Occasional mailings of information relevant to advising and student leadership development.
3. Catalogs and <i>The NHS & NJHS Stores</i>	3. A catalog of available products, insignia, and resources mailed to advisers each fall and available online. In addition, special 'induction kit' mailings are sent out in January with order forms and information to share with both members and their parents. Online stores are found at http://store.nhs.us and http://store.njhs.us .
4. 800 Phone numbers*	4. A toll free/800 number to call for orders and inquiries and consultation on professional concerns available throughout the year [800-253-7746]. A 2 nd line direct to the Sales Office also exists: 866-647-7253 (toll free).
MEMBERSHIP SERVICES	
5. Certificates*	5. a. NHS or NJHS Certificate of Affiliation sent to <u>principal</u> each year; b. Certificates of Participation, CEUs, and graduate credit available for most programs c. Membership certificates for students available for purchase from Sales.
6. Membership Cards for Advisers*	6. Adviser ID card emailed each fall to chapter advisers containing both adviser and school ID numbers; separate cards available for purchase for students (via Sales office)
7. Website www.nhs.us and www.njhs.us	7. a. An informative website; special “Adviser Zone” features essential tools for effective chapter management; login with adviser ID# required. b. Online store with e-commerce capabilities. c. Email for both NHS and NJHS concerns : nhs@nhs.us and njhs@njhs.us
8. Automatic Renewal Process*	8. Automatic renewal notices mailed to member-school principal each spring with a reminder email to all advisers; Membership Year runs from July 1 to June 30; additional notices sent to school and adviser if no response received by June 30.
9. Program discounts*	9. Discounted registration fees for all programs for members (for example, LEAD conference registration, etc.)
10. Purchasing discounts on sales dept. orders*	10. Discounts on sales of publications (see “member price” in the catalog); quantity discounts also available for publications (see “ordering instructions” for details)
	<i>Please continue. . . .</i>

Other Opportunities and Resources for Members	
11. Professional Development Services for Advisers and Administrators	11. Professional Development Services offered for advisers at all LEAD conferences; CEUs available. National staff also provides workshops at various state association activities during the year.
12. Student Leadership Development Services (training and conferences for student leaders)	12. Extensive offerings for student leadership development at conferences and workshops throughout the year, especially: <ul style="list-style-type: none"> • Three (3) LEAD Conferences each year • Opportunities for student leaders to present workshops at national meetings • Publications and online resources to teach leadership skills
13. Adviser recognition*	13. a. National Adviser of the Year Award (Rynearson Award); b. Adviser pins and clothing available from the Sales office
14. Scholarships*	14. National Scholarship Program since 1946 now awarding \$200,000 in scholarships per year. Supported by the NHS Scholarship Fund, www.nhs.us/scholarshipfund .
15. A National Voice*	15. The association seeks to represent you at many levels of government and on numerous committees and in coalitions, speaking out on issues related to student activities, advising, and education in general; work with national student groups such as Character Counts!, Youth Service America, etc.
16. Publications (books, posters, newsletters)	16. a. Publications available (through the NASSP Sales Office) regarding issues of importance to advisers; b. a poster commemorating the annual National Student Leadership Week (bound in a spring issue of <i>LASA</i>) c. Leadership Calendar published in January edition of <i>LASA</i> each year.
17. Electronic newsletter	17. <i>Honor Society News</i> , monthly email newsletter for advisers for whom email is listed in the national database. Signup for other interested parties is also available on the homepage.
18. Networking	18. Opportunities for networking with peers through conferences, interest-based web groups, and links to state organizations; see also www.facebook.com/nhsandnjhs .
19. Governance	19. An advisory body, the NHS & NJHS National Council, appointed to monitor policies of both NHS and NJHS (annual meeting).
20. Legal consultation*	20. Legal advice and consultation available upon request for cases involving professional liability
21. Travel Services*	21. Access to NASSP Travel Services for travel needs, including a separate 800# [800-974-9393]
22. Other Organization-specific benefits/services	22. NHS and NJHS chapters receive a paper charter and new-member welcome packet when first chartering <ul style="list-style-type: none"> • National handbook provided to all <i>new</i> chapters with updates mailed periodically to all chapters (and posted for free download on the website, www.nhs.us/az) • State Associations or meetings available in at least 25 states (see list found at www.nhs.us/states)
23. NASSP Support	23. NHS and NJHS are programs of NASSP, the nation's leading association for educational leadership, including the providing of supportive staff services for student activities, www.nassp.org While membership in NASSP is <u>not</u> a prerequisite for maintaining an Honor Society chapter, it is certainly encouraged for all principals. See www.nassp.org/join for details.

For additional information, visit our [Benefits](http://www.njhs.us) pages online at www.njhs.us.

SELECTION PROCEDURES for NHS and NJHS CHAPTERS (2014 edition)

The following is an overview of the **Recommended Selection Procedure** that appears in a more substantial version in the national handbooks for NHS and NJHS.

Q: In developing the **Selection Process** for our school, what are the most important things for the chapter adviser and principal to remember?

A: The *NHS* and *NJHS Handbook* provide an outline of the Recommended Selection Procedure for all chapters. Local variations can be accommodated as long as they are not contrary to the guidelines found in the national constitution and handbook. As a quick review, here are some of the most significant points:

1. The selection procedure should be developed by the local Faculty Council (the **five** member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group), approved by the principal, and *must be published* and available for review by students, faculty, and parents.
2. As the *first step* in the process, students' academic records are reviewed to determine those students who are **scholastically eligible** for membership, *i.e.*, those who meet the required cumulative GPA standard. The GPA used at the local level must meet or exceed the national minimum standard outlined in the national constitution, and, once set, is to be applied fairly and consistently to all candidates including students with disabilities.
3. Students who are eligible scholastically (*i.e.*, "candidates") should be notified and informed that for further consideration for selection to the chapter, they may complete the **Candidate Form**. This form outlines the candidate's accomplishments in the areas of Service and Leadership (a sample of this form can be found in the current handbook; note, this form should *not* be referred to as an "application"). Chapters are encouraged to offer "help sessions" for candidates providing assistance in properly filling out their forms. Care should be taken to follow the locally established guidelines and time schedule for completing and submitting the forms. It is further recommended that both students and parents sign these forms when submitting them, indicating that the content is both complete and accurate.
4. If **additional faculty input** would be beneficial, all faculty members can be invited to make comments on candidates, most often done on a 'faculty evaluation form'. It is important to note that the actual selection of members must be made by the five appointed members of the Faculty Council. Consequently, point totals or averages of the faculty ratings are not to be considered as 'votes' or the sole determinants of membership, but should, instead, be reported to the Faculty Council to add to their information when considering selections. Faculty members should consider this input in the most professional manner and consequently be able to substantiate claims, in particular those low ratings provided, with professional actions. All input from faculty should be signed, but may remain confidential as per commentary in the handbook. See the newest handbooks for additional information on the use of faculty evaluations in your selection process. (Recommended form is available in the handbook or from the national office.)
5. The **Candidate Form** should be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy, including whether or not candidates are officially noted as *having a disability* that could affect their consideration. Some Faculty Councils may wish to interview candidates personally. The leadership, service, and character of all candidates should be reviewed carefully. Faculty Council members are encouraged to deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. With the vote on each candidate, those candidates receiving a **majority vote of the Faculty Council** should be invited to be inducted into the chapter. All candidates identified and listed as "not selected" (*i.e.*, those who do not receive the majority vote of the Faculty Council) should have a list of those criteria not met by the individual candidate listed next to their name to assist the adviser and principal in handling inquiries regarding non-selection.
6. Prior to notification of any candidates, the adviser must **report to the principal*** the results of the Faculty Council's deliberations for approval. Lists of selected and non-selected students as well as reasons for non-selection may be incorporated. This will ensure the support of the administration prior to any notification.
7. Chapters should consider **formal notification** of all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony. Schools should also seriously consider the method by which students who are NOT selected are properly informed about their non-selection to see that this method is both timely and considerate of their well being.
8. To finalize the plans for induction, a plan should be devised for **verification of membership** and acceptance of the invitation for membership and attendance at the induction ceremony.

***Requirement as of 7.08.** See www.nhs.us/constitutions for explanation of amendment to Article IX, Section 3.

Obligations of NHS or NJHS Membership

Q: What are the member obligations for all **chapter members** based on the national guidelines?

A: The National Constitution delineates seven formal obligations of membership.

The first is as much a duty of the chapter as it is a member obligation. **Article VIII, Section 4** indicates that all members must be inducted at a special ceremony to become active members of the chapter. One remains in the condition of being a ‘successfully selected candidate’ until this ceremony is undertaken.

The following list outlines those obligations as delineated in the National Constitution:

- **Dues (Article IV, Section 3):** Members may be asked to pay annual chapter dues, but chapters are not required to impose dues. If dues exist, the constitution limits this amount to **\$20 per student per year**. For this amount and any other obligatory expenses bestowed upon members, school should be able to provide alternative sources of funding for those students who may be incapable of paying. The authentic inability of a member or his/her family to pay such financial obligations should not be the reason for discipline or dismissal of any member.
- **Maintaining chapter standards (Article VIII, Section 1).** Once selected, all members are expected to maintain the standards by which they were selected. The implication here is that members are well informed concerning what those selection standards are as published in the description of the local selection process and are subject to regular review by the chapter adviser.
- **Meetings (Article XIII, Section 1):** Chapters hold meetings and may *require* members to attend. The schedule of these meetings should be well publicized. In addition, chapter officers should work closely with the adviser to see that the agenda for all meetings is well thought out and planned for.
- **Chapter Service Project(s) (Article XIV, Sections 1 & 2):** All chapters are required to sponsor at least one chapter service project and all members are required to participate (Section 2), assuming that the project meets the criteria as outlined in the constitution (Section 3).
- **Individual Service Projects(s) (Article XIV, Section 4):** In addition to the chapter service project noted above, members are to engage in additional service according to their own talents and interests. The quantity of this service and the degree to which the chapter monitors this activity should be defined in the chapter bylaws.
- **Additional Obligations (Article XVI, Section 2):** If additional obligations exist for members of the chapter, such obligations should be spelled out in the *Chapter Bylaws* for all members to see. It is recommended that a set of these bylaws be presented to each member yearly as a reminder of these and all member obligations.

Publication of Member Obligations is a responsibility of the chapter. It is recommended that in addition to the publishing of the chapter bylaws for each member that chapters include a list of member obligations in the general chapter description that appears in the student handbook, faculty handbook, parent newsletters or any other official publication of the school or school system. Helping potential candidates and their parents understand what will be expected of them if they are selected may assist an individual candidate to determine if he/she has sufficient time to put into this honor.

It is also beneficial for parents to understand the commitment of time and energy that is necessary once their student becomes a member of the chapter. Many chapters will outline all member obligations and include such a list either in the candidate's packet of information or in a new member packet and then request (or require) that the student and parent/guardian sign the form affirming their understanding of the nature of all member obligations. Having such a document on file will assist in supporting the school's position should a student be called up for disciplinary action when it is apparent that he/she is not meeting some or all of the member obligations.

© 2014 NASSP

How to be a Good Member of your Honor Society Chapter

1. Attend and participate in all chapter **meetings**.
2. Participate in and support all of the chapter's **projects** throughout the year, whether these are providing service, raising money, providing leadership and training, or otherwise reaching out to the school or community.
3. Promote **service** through your individual service project activities and by supporting service activities done by other groups both at school and in the community.
4. If your chapter charges member **dues** each year, pay them willingly and on time.
5. Assume a **leadership role** in the chapter, whether running for office, serving as a committee chair, or otherwise volunteering for a specific responsibility at least once each year. One aspect of this leadership is to show respect and support for other chapter leaders as they undertake their duties and responsibilities.
6. Welcome **new members**, whether new inductees or transfer members, to help each of them become an active part of the chapter as quickly as possible. Support their efforts to understand the operations of your chapter by offering explanations where needed and looking out for their best interests throughout the year.
7. Read and respond to all **paperwork** or other administrative requests that are shared at chapter meetings and events in a timely and appropriate manner. Adhere to **deadlines**.
8. **Communicate effectively**. Share ideas and information about chapter activities whenever possible. Be a strong communicator, whether in your oral or written communications, but also practice good listening skills – that is, exercise both one-way and two-way communications throughout the year.
9. **Motivate** others and yourself to get involved and remain engaged in support of all that your chapter does at school.
10. Be a **good citizen** at the local, state, national, and global levels. Support and encourage the ongoing use of democratic principles in all aspects of chapter activity. Be fair.
11. Remain **engaged** as an active member of the chapter and encourage others to be similarly engaged throughout the year. Help all students at school find one activity that they can become involved in to enhance their experience at school.
12. Be a **role model** for your peers in the chapter, for other students at school, and for those in the community. You are an ambassador of your chapter and the national organization. Each member represents the Honor Society and retains a responsibility to reflect the values of the organization in all that he or she does.

By becoming a strong member of your chapter, you enhance the reputation and effectiveness of your organization. An effective chapter becomes an asset to the school and promotes the creation of a positive school climate. A positive school climate helps all students achieve and learn, helping to achieve the goals of the principal, faculty, and the school system. A strong school builds a strong community and world. It all begins with **you**. Make the most of your membership in the Honor Society.

DISMISSAL PROCEDURES: The Fair and Constitutional Way

(Updated 1.14)

Q: What procedures should be followed for dismissing a member from the chapter?

A: In all matters of dismissal, local advisers should *first* review the data found in the **National Constitution (Article X)** and *National Handbook* (2012 editions).

Next, a review of the existing guidelines for your local chapter should be undertaken. It is important that all local guidelines be in compliance with those found in the National Constitution. Questions regarding compliance can be directed to the national office policy staff.

To avoid confusion, it is always appropriate to refer to these cases as “dismissal” from the chapter and not “expulsion.” Expulsion is a term that bears legal connotations in some states when is used to refer to the removal of a student from the school. In most cases, it is safe to refer to dismissal from the chapter (and not expulsion) when taking steps to remove a member from your rosters.

The following points should also be taken care of in all dismissal cases (for additional explanation, please refer to *Article X* of the national constitution and the commentaries thereon found in the national handbook):

1. Procedures for dismissal are to be determined by the local school’s Faculty Council for NHS & NJHS and approved by the principal (with review by the superintendent, school board, school system attorney, etc. when deemed necessary). NOTE: Student input can be sought, however the final say on the content of the procedures is always left to the Faculty Council.

2. A **written description of the dismissal procedures** should be available to interested parties. A review of these procedures by your chapter members and/or officers would be helpful. Student handbooks or chapter handbooks should include such descriptions.

3. A member can be dismissed when his/her performance falls below the level of the standards by which the student was selected, when he/she fails to fulfill member obligations, or when a member does not follow school rules or obey the law.

4. It is highly recommended that a student be **warned in writing** whenever the student falls below any standard. It is further recommended that copies of this correspondence be sent to the *parents* when appropriate, and that the adviser maintain a copy of the letter, including the date it was sent. Some schools prefer the presentation of such written warnings in person; others utilize registered mail to guarantee receipt of the letters at home. This is a matter of local precedent, worth checking with your principal.

5. The Faculty Council determines when an individual has exceeded a reasonable number of warnings, thus warranting consideration of dismissal.

6. In all cases of pending dismissal, a chapter member has a right to a hearing before the Faculty Council, and to be informed in writing of the offenses. This is the “due process” guaranteed to all chapter members under both the NHS & NJHS National Constitutions and the Constitution of the United States, Amendment 14. *Please note:* This hearing is **PRIOR TO** any vote for dismissal. Under no circumstances is there ever any automatic dismissal from the Honor Society.

7. Report results of FC vote to the Principal (per IX.3), annotating whether an appeal is expected. Appeals of dismissal are to be handled first by the building principal and then, if necessary, in the same fashion as general appeals of administrative decisions in the student’s school district. The building principal is given full authority on all actions and decisions of the local chapter including decisions on dismissal (Article V, Section 1). Neither the NASSP board nor the national office staff hears appeals in cases of dismissal.

Glossary of NHS & NJHS terminology

The **National Honor Society (NHS)** and **National Junior Honor Society** are the nation’s oldest student recognition programs designed to recognize and engage high school and middle level students around a selected group of criteria, namely Scholarship, Leadership, Service, Character, and Citizenship. The following glossary has been developed to assist new chapters in understanding the terminology that is found throughout the website (www.nhs.us) and the *NHS* or *NJHS National Handbook*. References to Articles in the text below relate to sections of the national constitutions found at www.nhs.us/constitutions.

Term	Definition
Adviser	Member of the school faculty assigned to manage and administer all aspects of the Honor Society chapter. Principals and assistant principals <i>cannot</i> serve as chapter advisers, but are responsible for the appointment of a faculty member or members to serve in this capacity. Point(s) of contact for all official communications from the national office. Multiple advisers can be appointed to serve each year; a co-adviser can be added to the membership roster. Syn/AKA: chapter adviser, sponsor, facilitator, moderator. As a matter of editorial style, NASSP uses this term spelled with an ‘e’. See Article VI, www.nhs.us/constitutions .
Affiliation	Term used by the national office (NASSP) to identify the formal, <i>required</i> relationship between the local chapter and the national office, fulfilled by the payment of the annual affiliation fee due June 30 each year. Invoices for this affiliation are mailed from NASSP to school principal each spring; email reminders to advisers are sent simultaneously.
Bylaws	Operating procedures and guidelines, including obligations, for a group; a formal document; <i>required</i> for all Honor Society chapters to have, to make available for all chapter members, and to otherwise provide upon request. Distinguished from the “Constitution” which is the organizational framework from the national office. See www.nhs.us/bylaws .
Candidate	In the selection process, the term used to describe students who have been deemed academically eligible for consideration as members; not yet full members of the chapter.
Chapter	The local unit of the Honor Society, affiliated with the national office, which selects student members and conducts chapter activities for the school and/or the community.
Character	One of the essential criteria for the Honor Societies. NHS and NJHS refer to the definition of character provided by Character Counts!, namely a person of character demonstrates Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. See also www.charactercounts.org .
Constitution	The document containing the fundamental laws/principles/guidelines of an organization. The Honor Societies each operate under a single National Constitution, found at www.nhs.us/constitutions .

Criteria	Standards or rules by which something can be judged; the elements reviewed when considering a student for selection to the Honor Society; described in the local selection procedure guidelines, and based on standards set by the national office.
Dismissal	The process of formally removing a member of the chapter from active status; a permanent status once completed. Specific guidelines (i.e., due process) for which are delineated in Article 10 [X] of the National Constitution. <i>Note:</i> Dismissal from NJHS has no bearing on future consideration for NHS membership.
Due Process	Legal principle: “Write what you do; then do what you write.” Most applicable for chapter selection and disciplinary procedures. Fair procedures and rules that are applied equally to all and do not deprive students of their rights.
Elementary	Fundamental, essential. In schools, used to describe institutions that include some or all of grades K-6. Distinguished from Middle Level schools (grades 5-9 or a combination of grades within that range) and High School (grades 9-12) (<i>see also</i> , Secondary) Resources: www.nehs.org , www.naesp.org .
Faculty Council	The FC is made up of five (5) faculty members appointed by the principal; charged with selection and discipline and the creation and administration of official chapter guidelines. The FC is facilitated by the Chapter Adviser who serves as the sixth, non-voting member of the FC. No principal or assistant principal can serve as a member of the FC. <i>See</i> Article VII.
Fundraising	Activities conducted by the chapter to raise monies for use by the chapter or for making charitable donations as an act of service; governed by state and local school system policies.
Good Standing	As in, “He is a member in good standing.” Indicates an active member who continues to meet the standards by which he was selected and is fulfilling or has fulfilled all obligations to the chapter (dues, meeting attendance, service hours, etc.). Members who are <i>not</i> in good standing can have privileges revoked until such time that they return to being in good standing (<i>See</i> Article XV, Section 3).
Honorary Membership	A classification of Honor Society membership, distinguished from <i>active</i> or <i>graduate</i> membership. Awarded to those who, in the opinion of the Faculty Council, are supporting the purposes of the Honor Society at school or in the community. Per Article VIII, Section 3, from the student body, only students with disabilities or foreign exchange students are eligible for HM.
Induction	Ceremony for becoming a member of a group; the formal ceremony where all successful candidates become members of the Honor Society. Preferred term for this ceremony in place of the less-commonly used “initiation” which implies hazing and other secretive or unacceptable practices for schools. <i>See</i> Article VIII, Section 4.

Leadership	A position of being in charge, guiding, or otherwise directing a group of individuals or an organization; a collective set of skills that can be taught to make one a leader; one of the core principles of the Honor Societies, reviewed for selection, skills for which are taught through chapter activities during the year.
Majority vote	Next integer above half or a simple majority; applied when Faculty Councils vote for candidates or to take disciplinary actions calling for 3 votes to carry the decision. Distinguished from consensus, plurality, unanimous, or other majority votes defined as being other than ‘simple.’
Membership	Belonging to a group, as in “She has earned membership in the National [Junior] Honor Society.” Established by meeting or exceeding a set of selection criteria; with which comes a variety of obligations to the chapter and to oneself. Active members. <i>See also</i> “Honorary membership.”
Middle Level	Term of the art in education for those grades found between elementary and high school, most commonly grades 5-9. Used to reference middle schools, junior highs, intermediate schools and the relevant grades in K-12 or K-8 schools. <i>See also</i> www.amle.org .
NAESP	National Association of Elementary School Principals, which in cooperation with NASSP (see below), administers the National Elementary Honor Society (NEHS, see below). www.naesp.org .
NASC	National Association of Student Councils, a program of NASSP which promotes student councils and leadership development in middle level and high schools. Established 1931. www.nasc.us .
NASSP	National Association of Secondary School Principals. Parent organization for NHS & NJHS. Also, in cooperation with NAESP, operates NEHS. The nation’s leading association of educational leaders. www.nassp.org
NEHS	National Elementary Honor Society. A program of NASSP administered in cooperation with NAESP, recognizing outstanding elementary school students in grades 4, 5, and 6. Established in 2008. www.nehs.org .
NHS	National Honor Society. A program of NASSP that operates in high schools with members from grades 10 through 12. Established in 1921. www.nhs.us .
NJHS	National Junior Honor Society. A program of NASSP that operates in middle level schools with members in grades 6 through 9. Established in 1929. www.njhs.us .
Non-Selection	Used to identify the point when a candidate does not receive a majority vote of the Faculty Council when being considered for membership in the chapter.
Officers	Designated leaders of a group, most often elected by the general membership to serve a defined term. Duties are described in the local chapter bylaws. <i>See</i> www.nhs.us/officers .

Principal	Lead administrator of a secondary school; often has help from an assistant principal or vice principal. Final authority on all actions and decisions of the chapter at the local level. Appoints adviser and faculty council members annually. <i>See Article V.</i>
Scholarship	One of the core principles of the Honor Societies, used as a criterion for selection to assess levels of academic performance of a candidate; a cumulative standard of scholarship is defined by the local chapter as the performance indicator of this criterion. The National Constitution established the minimum standard for this criterion. <i>See Article IX.</i>
Secondary	In education, used to describe schools found between Elementary and College (post-secondary). Generally used to include Middle Level and High School (<i>see also</i> , Elementary)
Selection	The process of choosing members of a group, in this case as members of the Honor Society. A process for selecting members is based on the National Constitution and the Recommended Selection Procedure provided by the national office. All chapters must publish their local selection procedures. <i>See Article IX.</i>
Service	One of the core principles of the Honor Societies, namely referring to actions done for or on behalf of others without any compensation provided to the individual performing the actions. Each chapter is required to conduct a minimum of one chapter service project each year, per the national constitution. <i>See Article XIV.</i>
Student Activities	The functions of groups of students at a school, such as a chapter of the Honor Society or the school's student council or other clubs and organizations, established with a faculty member who serves as adviser or coach. Most student activities groups function outside but in support of the regular classroom activity, hence their being referred to as co-curricular in nature. When these groups function outside of the school, they are often referred to as extra-curricular activities, e.g., scouts, religious youth groups, etc.

The language found above represents the common considerations given when defining these terms, made available to assist local chapters in understanding the expressions commonly used in communications from the national office. This glossary is not considered a component of formal policy for the Honor Societies but serves merely as a resource and guide for advisers and principals in developing a fuller understanding of terminology as used by the national office. Official explanations of these terms and their specific usage for Honor Society functions are found in the national handbooks for NHS and NJHS, and within the content of the national Website, www.nhs.us. Local chapters are encouraged to adopt this language for use in all official documents for their chapters.

Four Words to Avoid

In conducting the business of the chapter, see that the following four words are not used to describe your or the chapter's actions and activities:

Arbitrary

Based on impulse or whim.

Capricious

Characterized by or subject to whim (a change of mind).

Syns: changeable, erratic, fickle, inconsistent, inconstant, mercurial, temperamental, unpredictable, unstable, unsteady, variable, volatile, whimsical.

Unreasonable

1. Not governed by reason (rational or logical thought); irrational or absurd. 2. Exceeding reasonable limits; immoderate.

Unconstitutional

Found to be in violation of the US Constitution or the National Constitution for NHS or NJHS. Updated constitutions are available in the "Constitutions and Governance" section of www.nhs.us – print one out soon and replace the version found in your handbook!

Don't let these words arise when outsiders (including Central Office staff) review your procedures for selection, discipline, or dismissal. The law and the courts look at *fairness* and *legality* of procedures, *and* whether local procedures conform to the national guidelines of the organization, but, in addition, if those procedures meet the 'fair and legal' descriptors but are formally characterized with one of these additional, negative descriptors, then that may be grounds for invalidating the decisions reached on one or more of these bases.

Source of definitions: *Webster's II, New Riverside Dictionary* (1984).

Idea Sharing on www.nhs.us Project/Idea Submission Form

(v.9.10/HShdt)

I. Demographics: To help chapters find projects from schools similar to their own, please provide the following demographic information:

School Name: _____

City: _____ State: _____ Zip code: _____

Chapter level: ___ NHS ___ NJHS

- Grade levels found at your school: _____
(e.g., 9 -12, 6-8, etc.)
- School size (*check one*):
 - ___ Small (under 500 students)
 - ___ Medium (500-1,000)
 - ___ Large (1,000 - 1,500)
 - ___ Extra-Large (1,500 - 2,000)
 - ___ XXLarge (2000+)
- School Location (*check one*):
 - ___ Rural/Small City (under 25,000)
 - ___ Suburban/Large City
 - ___ Urban (500,000+)

School Web site (URL): _____

II. Project Title or Name (What did your chapter call this event?):

- Project Category: Please select ONE category from among the following that *best* describes the primary purpose of your project or idea being shared.
 - ___ Academic Support/Scholarship Building
 - ___ Character Building
 - ___ Citizenship Development
 - ___ Fundraising
 - ___ Holiday Activities: Please specific which holiday:
 - ___ Induction Ceremonies
 - ___ Leadership Development
 - ___ Recognition/Appreciation
 - ___ Service (can include charitable fundraising)
 - ___ Spirit Building (Chapter, School, Community, etc.)
 - ___ Other: _____

Please continue.

III. Project/Idea description: Please limit this summary to approximately **100 words**. Additional content can be submitted for reference. Links to relevant Web sites that supplement your project are welcome. If your project or idea originates with another group, on or off campus, please ID the group at the end.

Project completed by: NHS NJHS Other group _____

Attached additional page if needed. Photo files can be emailed to nhs@nhs.us.

IV. Contact information: In case we need to follow up with you regarding your submission either to clarify the content or to seek additional input for a longer feature story on your activity, please provide contact information for either an adviser or student (for example, an officer or project chairperson) who can respond to our requests. This information will NOT be posted with your idea/project.

Name: _____

Position: _____

Email (*preferred*): _____

Phone: _____

Please turn in this form, or you can fax this form to the national office, attention: David Cordts, at **703.476.5432** or email a scanned version to **nhs@nhs.us**. Feel free to duplicate this form for multiple project submissions. Thank you for submitting your ideas!

Chapters can also visit the **National Student Project Database** on www.nhs.us and submit a project online.



Numbers

For your NHS or NJHS Chapter

We live in a society that is filled with numbers to identify all aspects of our lives. By necessity, NHS and NJHS operate with their own numbers that are important for you as the chapter adviser to understand.

First: Do you know your **NHS or NJHS School Affiliation Number (School ID)**? *Hint:* It is found in the upper left corner of the mailing label on every issue of the *Leadership for Student Activities* magazine and on each of the mailings from the National Office.

There are three (3) numbers associated with your chapter where the national office is concerned:

a. **School affiliation number:** This is the way we identify your school uniquely in the membership database. This number is needed when submitting orders to the NHS & NJHS Store (whether by phone or online). It is also helpful to have on hand whenever contacting the staff in any department of the National Office to ensure we are accessing the correct school records.

b. **Adviser ID number:** The number assigned to you that identifies you as the chapter adviser in the national database. This number also appears on all mailing labels from the national office. *Note:* Beginning July 1, 2011, logins use the **Adviser Email Address**. See additional note below.

c. **Charter Number.** The only place this number appears is on the **Charter Certificate** mailed to you upon completion of your initial chartering process. We encourage chapters to reference their Charter Number in their Local Bylaws and in your annual induction ceremony of new members as a piece of the chapter's history. This number, and the date when it was assigned (also found on your charter document) is an historical reference point for your school, but it is not needed for conducting official business with the national office during the year.

You will be reminded about these numbers and their uses from time to time. We hope it's not too much to ask and note that the proper use of these numbers will help us provide the best possible service to you and your chapter in the future.

Note: Login Process Change as of July 2011. Effective July 1, advisers login to the Adviser Zone or the Store (<http://store.nhs.us> or <http://store.njhs.us>) using their **Adviser Email** (the one provided to NASSP on your membership renewal form for official emails from the national office). Your **Last Name** will remain the password. See login page at www.nhs.us/az for details.

NHS and NJHS are programs of the **National Association of Secondary School Principals** (NASSP), the nation's largest association for education leaders. www.nassp.org.



Some Final Words (Phrases) to Use Sincerely and Often:

*First, **RESOURCES.***

The *NHS Handbook* and *NJHS Handbook* are available on www.nhs.us and www.njhs.us in the “Adviser Zone”, free downloading (login required). Printed copies are also available for purchase from the national sales office. New editions were produced in 2011/2012 and mailed to all active chapter advisers.

These latest editions contain a variety of materials for advisers including extensive information on planning Induction Ceremonies, numerous Chapter Management Tools gathered from past editions of *Leadership for Student Activities* magazine, and “Q&A” articles published over the years. Please take time to review the full content of your new handbooks when they arrive.

Second, the NHS Scholarship Program. Scholarship nomination deadline for seniors is in **January** each year. *No nomination fee* is required for participation. Nominations are sent via a fully-online submission process. Visit www.nhs.us/scholarships for links to more information.

Third, submit your best projects every year via the new online database, the **National Student Project Database**, available at www.nhs.us. Click ‘submit’ to get started.

*Finally, **THANK YOU.***

Thank you for being an Honor Society chapter adviser, committing your time and talents to recognize and involve outstanding students on your campus.

The members of the national office staff are proud to be working for you and all Honor Society advisers in your state and throughout the nation.

**Phone: (toll free): 800.253.7746, extensions 327 or 328
(8:30 – 4:30 Eastern time, Mon-Fri); Email: nhs@nhs.us**

Finally: Always be certain to indicate your status as “adviser” or “principal” when calling or emailing so we can respond to you, our member, right away.