

A Check List for Honor Society Chapters

Version 5.15.12

Is your chapter operating in full compliance with the national guidelines for NHS or NJHS? Use the following checklist to initiate your review. The *National Handbook* and website (www.nhs.us or www.njhs.us) provide clarification and rationale for the items noted below. Contact information for the national office appears at the end of the list for questions that may arise from this review.

1. **AFFILIATION:** Have you submitted payment of this year's Annual Affiliation Fee to cover the **July 1 to June 30** membership year? Renewal invoices are mailed to principals of active-chapter schools in March/April of each year, requesting payment for the upcoming school year. Copies are available at www.nhs.us/membership. In addition, from the "Membership" home page of the website, use the "Search for a Chapter" tool and enter your city/state – if your school is listed in the search results, this indicates you currently maintain "active" (i.e., "paid" through June 30 of the current membership year) status for your chapter.

- 1.1. School bookkeeper can verify that the school's **check was sent**.
- 1.2. Principal can verify that both the **adviser name** and the **adviser email** were included with the returned renewal invoice. New principals at your school (or their secretaries) should be alerted to the spring arrival of this important invoice.
- 1.3. Adviser can confirm receipt of mailings (starting in late August) to his/her attention by correct name and address. If NOT, please contact the **Membership Office** at membership@nhs.us to have the name and/or school data corrected in our membership files. You can also call them toll free at 800-253-7746 (then press option 4) to report any changes in data. Office hours are 8:30 a.m. to 4:30 p.m. Eastern Time.
- 1.4. **Adviser ID number** and **School ID number** have been recorded in chapter files to facilitate using them for sales orders, all membership status inquiries, and conference registrations.

2. **CHAPTER ADVISER:** Has the Chapter Adviser been appointed by the Principal from the Faculty? The name of this individual should be included when submitting the Renewal Invoice. One adviser and one co-adviser may be listed. For each additional adviser, please include \$30. No principal or assistant principal can serve as chapter adviser (per the national constitution).

- 2.1. See that the school secretary and guidance office know the name of the chapter adviser to facilitate the delivery of mail and response to inquiries.
- 2.2. Adviser has access to a copy of the national handbook (*see section 5 below*)
- 2.3. Adviser has access to chapter files and records including official list of chapter members, copies of chapter bylaws, and all forms used by the chapter during the year.
- 2.4. Adviser has lists and phone numbers and emails of Faculty Council members and the principal to facilitate communication regarding Honor Society business.
- 2.5. Adviser has had an annual meeting with the Principal to outline the chapter goals for the year and to clarify the role and expectations of the principal regarding the running of the chapter.
- 2.6. Adviser has copy of the national catalog of insignia, apparel, and publications accessible and has established a timeline for placing orders to ensure timely delivery of all items needed for Induction Ceremony(-ies) and/or Graduation. Catalogs are mailed each fall to the official chapter adviser. The National Sales Office has a separate Toll Free Phone Number: 866-647-7253 to facilitate quick access to the sales staff.
- 2.7. Adviser knows where the **Adviser ID Card** is containing both the Adviser ID Number and the School ID Number necessary for placing orders, accessing the "Adviser Zone," and contacting the national office with inquiries

3. **FACULTY COUNCIL:** Has the **5-member Faculty Council (FC)** been selected and approved by the principal for the year? The adviser serves as the 6th non-voting member of this body. No principal or assistant principal can serve as a member of the Faculty Council or cast votes for selection or disciplinary action.

3.1. FC members have a schedule that indicates when they can anticipate meeting to undertake the selection of new members during the year.

3.2. FC members have been given a copy of the local selection process guidelines, chapter bylaws, and member obligations information to assist them in understanding the standards under which all members of the chapter are expected to operate, to prepare them for possible discipline or dismissal discussions.

4. **PUBLISH:** Is your **Local Selection Process** (including criteria and schedule) published (per Article IX, Section 4) for all students, parents, and faculty to see? NOTE: Simply copying or referencing Article IX (Selection) from the National Constitution is insufficient.

4.1. Student Handbook description of the Selection Process has been updated in the last year. Contact information for the chapter adviser is referenced in this description.

4.2. Faculty Handbook description has been updated in the last year. (Not required, but encouraged.)

4.3. Parent newsletter/handbook information has been updated in the last year. (Not required, but recommended.)

4.4. Members of the chapter have been informed about the selection process and how to inquire about the steps in the process if necessary.

4.5. Superintendent's office (or Central Office staff) has copies on file of the chapter's selection process for reference. (Not required, but recommended.)

4.6. Similar steps have been taken to publish the chapter's list of Member Obligations, Chapter Schedule of Events, and Discipline and Dismissal procedures.

5. **NATIONAL HANDBOOK:** Is the chapter currently using the most recent edition of the *National Handbook*? [See www.nhs.us/handbook.] Chapters can purchase copies by contacting the National Sales Office at **866-647-7253** or download a free copy via the Adviser Zone, www.nhs.us/az

5.1. Chapter has obtained additional textual resources for use by chapter members and advisers during the year. Refer to additional publication resources found in the national catalog sent to all active chapter advisers in August (also at <https://store.nhs.us>).

5.2. Old editions of the *National Handbook* have been labeled "Archive – Do not use" and stored in an appropriate location.

6. **MEETINGS:** Have you scheduled regular meetings for the chapter, including your Induction Ceremony (-ies) for the year, and informed the members of this schedule and their responsibility to attend?

6.1. Meeting schedule and locations have been arranged to maximize the attendance by chapter members and to minimize disruption of the learning process on campus

6.2. Officers of the chapter are aware of the need to prepare a written agenda with assistance from the chapter adviser prior to each meeting scheduled and are informed about their duties for each meeting.

6.3. An effective and efficient method of taking and reporting upon meeting attendance has been devised and is used by the chapter secretary, including a written notification process to inform members when they are exceeding the allowable number of absences.

6.4. A method of recording and disseminating the minutes of the meetings has been developed. Copies of the minutes are shared with the Faculty Council and Administration after each meeting.

7. **BY-LAWS:** Does your chapter have its Chapter Bylaws developed, printed, and published for all chapter members? See the national handbook or www.nhs.us/bylaws for suggested content guidelines.

7.1. Bylaws have been reviewed and revised in the last five (5) years to ensure full compliance with all expectations from the national guidelines. Check to see that the date of the last revision/review is noted on the current bylaws document.

7.2. Current chapter officers have copies of the bylaws for reference.

7.3. A written set of bylaws is available for review upon request by anyone.

8. **SERVICE:** Has the chapter planned the required annual Chapter Service Project for the current school year?

8.1. Chapter officers have established and shared service project goals.

8.2. A schedule of the project(s) has been developed and disseminated

8.3. Project leadership has been selected or appointed and a timeline for planning, implementation, evaluation, and reporting of the results of the project has been developed and approved by the adviser

8.4. Applicable Service-Learning procedures have been applied to each project (see Service Learning information from the national office for details)

8.5. Method for taking attendance at the project of participating chapter members has been devised including a means of transferring this to the chapter service hour records

8.6. Approval (if required) has been obtained from appropriate staff (principal, central office, school board, etc) to conduct the project(s)

8.7. Consideration has been given to sponsoring at least one project that is open to the entire student body, though planned and carried out by the chapter

9. **INDIVIDUAL SERVICE:** Have members been informed about their obligation to engage in Individual Service Projects for the current year?

- 9.1. There is a system in place for carefully and accurately accounting for each member's fulfillment of this obligation.
- 9.2. The chapter has devised a list of potential service opportunities to share with members such as the development of a service opportunities bulletin board or segment of the chapter's website listing the contacts for service involvement by the members?
- 9.3. Members/officers have contacted social service agencies, faith-based organizations, local government officials to ascertain the service needs for your community, or similarly contacted the principal regarding any service needs at the school.

10. **MEMBER OBLIGATIONS:** Have members been fully informed *in writing* of the total list of membership obligations that they are responsible for this year, including, but not limited to payment of dues (if charged), service hours, meeting attendance, etc.?

- 10.1. Has this information been shared with parents (including a signed acknowledgement of these obligations that is returned to the chapter adviser and filed for future reference)?
- 10.2. Has the list of member obligations been reviewed to determine if the list is up-to-date and suitable for the current membership (not excessive, obligations linked to chapter purposes and goals, etc.), and that such obligations conform to local and state education policies (e.g., are devoid of 'initiation rites' that could be viewed as 'harassment')
- 10.3. Are Member Obligations included in your Chapter Bylaws?

11. **PROFESSIONAL DEVELOPMENT:** Has the adviser mapped out a plan to further his/her professional development as chapter adviser for the year and had it approved for credit and/or funding?

- 11.1. Is the adviser reviewing the content of the monthly issues of *Leadership for Student Activities* magazine, *Honor Society News*, or the national websites (www.nhs.us and www.njhs.us) for updates from the national office?
- 11.2. Has the adviser considered joining the state association (in states where they exist) or attending one of the training opportunities sponsored by the national office (LEAD Conferences, state workshops, etc.)? See www.nhs.us/conferences for details.
- 11.3. Back issues of *Leadership for Student Activities* magazine have been filed in the Library/Media Center (or other permanent location) for reference by advisers or students.
- Copy of the calendar of events from the national office's Back-2-School Newsletter (*Fall Adviser Update*) has been reviewed
- 11.4. Funds for registration, travel, housing, etc. have been requested (along with substitutes, professional leave, and other *administrivia*) [and if too late for this year's LEAD Conferences or state meetings, a request for next fiscal year has been submitted for budgetary consideration]
- 11.5. Adviser ID card containing the Adviser ID and School ID numbers is readily accessible for use when contacting the national office or logging on to the "Adviser Zone" at www.nhs.us/az.

Please continue for the conclusion of your Chapter Checklist.

12. **ANNUAL SURVEY** (the National Survey of Honor Society Advisers): Did you complete the annual online survey for the national office by the June 30 deadline?

12.1. A formal and official file/list of active chapter members is maintained by the adviser and chapter secretary. At this time, the names of chapter members do not have to be submitted to the national office.

12.2. A chapter officer (secretary? historian? Other?) is charged with keeping track of reports on all chapter projects during the year for inclusion in the Idea Sharing section of the website, www.nhs.us/ideas.

12.3. Chapter files are appropriately labeled and their location well-known so that in the event of the adviser's early departure or retirement, successors to the position will be able to locate and implement all chapter activities without difficulty.

Reminder: All official membership lists for the chapter are maintained at the school level. Advisers can use old yearbooks, school newspapers, or local newspapers to attempt to reconstruct lost or incomplete membership records dating back to when the chapter was first established.

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Scoring:

62 possible check boxes. Your score: _____ Date: _____

--Scores of 56 and above indicate 90+% compliance with national guidelines. Great job!

--Scores between 36 and 55 indicate there is room for improvement.

--Scores lower than 36 indicate the likelihood of problems with your chapter's compliance.

All of the major (numbered) elements listed above are derived from provisions found in the National Constitutions of NHS or NJHS. Additional guidance on the proper procedures for Selection of Members, Management of the Chapter, and the Disciplining of Members can be found in the *National Handbooks*. For additional information on maintaining an active chapter, please consult the handbook and the website or email the national staff with your concerns (address found below).

National Honor Society™ and National Junior Honor Society™ are programs of and were established by the NASSP (the National Association of Secondary School Principals) in 1921 and 1929, respectively (www.nassp.org). NASSP has delegated the day-to-day administration of these two organizations to the staff in the Student Programs office at NASSP, leaving the formal policy making issues to the NHS & NJHS National Council and the NASSP Board of Directors.

For additional information on NHS and NJHS, please contact the national office at:

National Office of NHS & NJHS

1904 Association Drive

Reston, VA 20191-1537

PH: 703-860-0200 or Toll Free, 800.253.7746

Sales (TF): 866.647.7253

FX: 703-476-5432

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

Web site: www.nhs.us or www.njhs.us