



## Mesquite High National Honor Society – Information Packet FYI

Please note:

- ✓ All the information you need about being a member (the by-laws), volunteer hour requirements, and volunteer opportunities are attached to this packet. Please look at these carefully. What you don't know could be to you disadvantage.
- ✓ Only completed information packets will be looked at by the faculty council. If you fail to fill in all blanks, including the information sheet, **both FRONT AND BACK**, as well as all the other parts of this packet, you are taking a chance of NOT being chosen as a NHS member for the 2011 induction.
- ✓ Complete packets and service hours are due no later than September 16th, 2011 at 4:00 p.m. Induction will be October 20, 2011.



Please put the following information in the following order to turn in:

**1st** – a typed letter stating why YOU would be an asset to Mesquite High School. This must be a maximum of one page single-spaced. Be sure to write your name at the top of the letter and sign the bottom!!!

**2nd** – Information sheet with ALL parts completely filled. A sample is available in A13 for you to look at if you wish.

**3rd** – NHS community service record or a typed letter from organization, complete with appropriate signatures, listing required 25 hours of service



If you have any questions, please contact, Ms. Hix, NHS sponsor in A 13.



## Mesquite High School

August 17, 2011

Dear Skeeter,

Thank you for your interest in becoming a member of the National Honor Society. NHS is a selective organization that honors outstanding scholastic achievement and promotes character, leadership, and service. The next induction for NHS members will be held on October 20, 2011 and participation in induction is mandatory for membership. Listed below are some helpful hints as what is necessary to be considered as a member of the MHS chapter of NHS as stated in the by-laws:

### **Election of Members:**

- **Candidates must have spent at least one semester in Mesquite High School and shall be members of the sophomore, junior, or senior classes.**
- **Candidates eligible for consideration as members must be enrolled in at least four academic classes and must have a cumulative academic average of 90 or above. The scholastic candidacy does not guarantee membership in the chapter.**
- **Further eligibility shall be considered on service, leadership, and character. Candidates must not have more than one citizenship grade of B or any citizenship grade below a B in any class during the previous semester.**
- **In addition, candidates must provide proof of 25 hours of school community service, dated within a year of the date of induction. Any service hours over a year old will not be considered.**

Please note that you must meet all requirements for admission into NHS. All completed information packets will be due September 16, 2011. Members will be selected by a faculty council in early October, 2011 on the basis of grades, citizenship, leadership, and service. Attached you will find a more detailed version of the by-laws and copy of the community service record sheet.

**If you have any questions, please see or call Ms. Hix ([mhix@mesquitsd.org](mailto:mhix@mesquitsd.org) or 972-882-7800, ext 6033) sponsor of Mesquite High School's chapter of the National Honor Society.**

Again, thank you for your interest,

Michelle Hix  
Mesquite High School  
National Honor Society

**Bylaws of the  
Mesquite High School Chapter of the National Honor Society  
Mesquite, Texas**

**Article I: Name and Purpose**

Section I: The name of this chapter shall be the Mesquite High School Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the members of the National Honor Council.

Section II: The purpose of this chapter shall be to create an enthusiasm for scholarship; to stimulate a desire to render service; to promote worthy leadership; to develop loyal student citizenship; to serve faithfully one's school, community, and country; and to instill exemplary qualities of character in the students of Mesquite High School.

**Article II: Election of Members**

Section I: Candidates must have spent at least one semester in Mesquite High School and shall be members of the sophomore, junior, or senior classes. Candidates eligible for consideration as members must be enrolled in at least four academic classes and must have a cumulative academic average of 90 or above. This scholastic candidacy does not guarantee membership in the chapter. Further eligibility shall be considered on service, leadership, and character. Candidates must not have more than one citizenship grade of B or any citizenship grade below a B in any class during the previous semester. In addition, candidates must provide proof of 25 hours of outside of school community service.

Section II: The election of members to this chapter of the National Honor Society shall be by a chapter council consisting of five members of the faculty council. Faculty council decisions will be final.

Section III: To aid the faculty council in the selection of members for this chapter, each candidate will submit an information sheet in which s/he delineates activities demonstrating and providing evidence of his/her history of community service and leadership. Assistant principals shall be consulted regarding unbecoming behavior, and any candidate who has demonstrated unbecoming behavior during the school year shall not be considered for membership. Unbecoming behavior is exemplified by, but not limited to, placement in an Alternative Education Program such as ISS, MIC, The Academy, or home suspension.

Section IV: Students and their parents who question the fact that they were not selected do not have a legal right to a hearing, but they and their parents shall be given an opportunity to present their complaints to the chapter sponsor(s) and principal.

**Article III: Induction of Members**

Section I: Members shall be inducted into the society before their peers, parents, and other National Honor Society members with an appropriate ceremony in the fall semester of each school year.

Section II: the sponsor(s), the principal, and the officers of the club will conduct the induction ceremony.

Section III: Participation in the induction ceremony is a requirement for membership. Candidates who are not present at the ceremony are not members in the society. They will be eligible for consideration for membership the following year.

**Article IV: Membership**

Section I: Membership in this chapter shall be based upon scholarship, good school citizenship, service, leadership and character.

Section II: Membership in this chapter shall be known as active, probationary, and graduate. All members are active from the time that they are admitted into National Honor Society. Probationary members shall have no voice, no vote, and may not hold office for the duration of their probation period for whatever reason that their probation has occurred. Members become graduate members upon graduation and no longer have influence or ties to the chapter.

Section III: Members must have and maintain a cumulative average of 90 in their academic classes while enrolled at this school. Their further eligibility shall then be considered on their school citizenship, service, leadership, and character while in the organization.

Section IV: Any member who falls below the academic standards which were the basis of his or her selection shall be promptly warned in writing and placed on probation for one semester. If the member fails to meet the standards after probation, s/he will be dismissed from the organization. The member shall receive notification of dismissal in writing.

Section V: Any member who receives 2 or more B's or 1 or more of any grade lower than a B in citizenship during a six week grading period shall be promptly warned in writing and placed on probation for one six week grading period. If the member fails to meet the standards during any following six-week period of the school year after probation, s/he will be dismissed from the organization. The member shall receive notification of dismissal in writing.

Section VI: Any member who demonstrates unbecoming behavior during the school year will be dismissed from the organization immediately. Unbecoming behavior is evident by, but not limited to, placement in an Alternative Education Program such as ISS, MIC, The Academy, or home suspension. The member shall receive notification of dismissal in writing.

Section VII: All members shall provide 25 hours of outside of school community service each calendar year. Members will provide proof of hours at the beginning of each spring semester. Any student who fails to meet the standards of service will be dismissed from the organization in writing. The member shall receive notification of dismissal in writing.

Section VIII: Members who face dismissal shall be given the opportunity to address the faculty council regarding their infraction before they are dismissed. The dismissed member may not be eligible for membership in this or any other chapter of the National Honor Society, and must return all NHS insignia, including certificate and membership card.

Section IX: Appeals of dismissal by the faculty council are addressed to the principal.

Section X: Any member may resign anytime from the chapter without repercussions by stating in formal writing the reason(s) for his or her resignation accompanied by the signature of his or her parent.

#### **Article V: Officers**

Section I: The offices of this chapter shall be president, vice-president, secretary, and treasurer. Only senior members are eligible to hold office.

Section II: Officer elections shall be held in the spring semester.

Section III: It shall be the duty of the president to preside at the meetings of this chapter and to serve as ex-officio member of all committees of this chapter.

Section IV: The vice-president shall fill the chair of the president in his absence and handle all business of the chapter.

Section V: The secretary shall maintain records and shall be in charge of club promotion throughout the building.

Section VI: The treasurer shall be in charge of all financial matters, any fundraising activities, and shall assist in club promotion throughout the building.

Section VII: All chapter officers shall maintain the highest standards expected and fulfill all their duties or obligations for which they are responsible. Any officer who does not perform up to these standards will be dismissed and replaced accordingly by a decision of the sponsor(s).

#### **Article VI: Faculty Council**

Section I: The faculty council shall consist of 5 voting faculty members appointed annually by the principal.

Section II: The term of the faculty council members shall be one year. Members may be appointed to consecutive terms.

Section III: The chapter sponsor(s) shall be ex-officio member(s) of the faculty council and shall have no vote on issues.

#### **Article VII: Meetings**

Section I: There shall be regular meetings of this chapter throughout the school year at a time set by the officers and sponsor(s).

Section II: Members are required to attend at least half of the National Honor Society. If a member fails to attend meetings, s/he faces dismissal from the club.

#### **Article VIII: Activities**

Section I: This chapter shall determine two service projects for each year. One project will focus on community service, and one project will focus on school service.

Section II: All members shall regularly participate in these projects.

#### **Article IX: Dues**

Section I: Dues for National Honor Society shall be collected one time, prior to induction. All inductees shall pay the same amount. Dues are non-refundable if the member resigns, moves, or is dismissed from the organization.

Please detach the rest of this packet to fill out and turn in to Ms. Hix by September 16<sup>th</sup>, 2011

# Information Sheet for MHS National Honor Society

(Please Print)

Name (as you would like it on your certificate): \_\_\_\_\_

Year of graduation \_\_\_\_\_

Address: Please print and include zip code. **Notification will be sent to this address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Parent or guardian's name(s):

\_\_\_\_\_

I have read the National Honor Society by-laws (rules) attached and wish to become a member.

Signature

Date

Current Schedule (include teachers and room numbers)

Period	Class	Teacher	Room
1A			
2A			
3A			
4A			
1B			
2B			
3B			
4B			

**PLEASE FILL IN THE FOLLOWING BLANKS TO THE BEST OF YOUR ABILITY.  
LEAVING ANY ONE OR ALL BLANKS MAY PREVENT YOU FROM BEING ADMITTED**

**INTO NHS DUE TO LACK OF LEADERSHIP. Also, if you need more space, please attach extra pages.**

**Extracurricular activities at MHS** (i.e. choir, football, drill, cheer, theater, Senior Leaders, etc) (if more space needed please attach pages)

**Organization:**

**Years Involved:**

**Position(s) held:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Work History (This can be for pay or volunteer oriented. If more space needed please attach pages.)**

**Place of Employment: Job Held/Duties: # of Hours Worked Dates You Held Job**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Other activities you participate in.** (i.e. church, trash pickup, Girls and Boys Club, Boy or Girl Scouts, etc. If more space needed please attach pages)

**Organization:**

**Years Involved:**

**Type of Involvement:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Honors and awards** (i.e. honor roll, perfect attendance, merit badges, etc. If more space needed please attach pages)

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**Community service.**

**Attach Community service records. This is very important.**

**Attach a typed letter stating why you would be an asset to NHS.**

# *Mesquite High School National Honor Society*

## *Community Service Guidelines*

Community Service is intended to better the community. It is volunteer work that people engage in for the sole purpose of bettering the area in which they live. Community Service is NOT work for pay, nor is it work that is done for some sort of reward. The following guidelines detail acceptable and unacceptable activities and what documentation will be required as proof of volunteer work for Mesquite High School's National Honor Society.

**CHURCH WORK:** In order to fulfill the requirement of community service, church related volunteer work must have as its goal a benefit for the whole community. Acceptable activities may include volunteering as a soup kitchen or nursing home, teaching vacation bible school, or participating in mission activities. Congregational activities do not meet the spirit of community service.

**ORGANIZATIONS:** Community Service work is to be done for non-profit organizations such as the City of Mesquite, The Salvation Army, The Red Cross, a nursing home, a hospital, city recreational services, a food bank, etc. You may not claim hours working for a company that is not organized for the purpose of community service, even if you receive no pay.

**INDIVIDUAL WORK:** Individual work is discouraged unless it is verifiable. Work that you approach as an individual must be verifiable by someone other than a relative, and remember work done to help your neighbors or your extended family is NOT considered community service.

**DOCUMENTATION:** Documentation of Community Service hours for the Mesquite High School chapter of the National Honor Society will be recorded as follows: There must be a detailed description, which is both factual and accurate, of the duties executed during the community service. There must be details of the organization for which the community service is being conducted. A phone number, as well as the name and title of the project's supervisor must be submitted along with the community service hours. **A letter on official**

**letterhead will be considered proof. If no official letter accompanies the Community Service Record, a supervisor's signature is required. Incomplete Community Service Records WILL NOT BE CONSIDERED.**

**STUDENT-INITIATED COMMUNITY SERVICE:** A student will be able to receive DOUBLE the amount of hours actually served by organizing his or her own community service project. There are certain stipulations that students MUST understand before organizing a project. The project must have an adult sponsor, such as a city official, an adult in charge of local youth services, or a teacher who will supervise the activity. A list of the students participating in the project must be submitted with the other forms documenting community service. The project must be a valid form of community service that follows guidelines previously presented.

## *NHS Community Service Record*

*NHS Candidate's name:*

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*Name of organization*

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*Full*

*Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Description of  
organization:* \_\_\_\_\_  
\_\_\_\_\_

*Contact Name*

\_\_\_\_\_

*Phone Number* \_\_\_\_\_

*Total Hours Worked:*

\_\_\_\_\_ *Dates with*

*Year* \_\_\_\_\_

*Description of volunteer*

*duties:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature of Supervisor\**

\_\_\_\_\_ *Printed*

*Name:* \_\_\_\_\_

*\*Supervisors – by signing this form you are attesting to the accuracy of this information as you know it given by above named candidate. You may be contacted by the NHS sponsor to verify this information before an NHS candidate is inducted. Thank you for your cooperation.*

## *NHS Community Service Record*

*NHS Candidate's name:*

\_\_\_\_\_  
\_\_\_\_\_

*Name of organization*

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*Full*

*Address:* \_\_\_\_\_

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*Description of  
organization:* \_\_\_\_\_

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*Contact Name*

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*Phone Number* \_\_\_\_\_

*Total Hours Worked:*

\_\_\_\_\_ *Dates with*

*Year* \_\_\_\_\_

*Description of volunteer*

*duties:* \_\_\_\_\_

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*Signature of Supervisor\**

*Printed*

*Name:* \_\_\_\_\_

\*Supervisors – by signing this form you are attesting to the accuracy of this information as you know it given by above named candidate. You may be contacted by the NHS sponsor to verify this information before an NHS candidate is inducted. Thank you for your cooperation.