

## **CHAPTER BYLAWS OF THE NATIONAL HONOR SOCIETY, LITCHFIELD HIGH SCHOOL**

### **LITCHFIELD, NEBRASKA**

**Adopted November 7, 2007**

#### **ARTICLE I. NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Litchfield Honor Society 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 national secretary.

Section 2. The object of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of this school, Litchfield Public School.

#### **ARTICLE II. MEMBERSHIP**

Section 1. Membership in this chapter shall be based upon scholarship, service, leadership and character.

Section 2. Candidates eligible for selection to this chapter must be members of the sophomore, junior or senior class. If a student is not accepted one year, he/she may seek membership again the next year, providing he/she meets the scholarship requirements and goes through the selection procedure.

Section 3. Candidates eligible for selection to this chapter must have a cumulative grade point average (GPA) of 92% (effective January, 2008). (Students inducted into the chapter before January, 2008, will remain eligible with a minimum scholarship average of 90% in the core classes.) Then they will be judged on service, character and leadership.

Section 4. By definition, a member is a student who has successfully completed both the selection process and the induction ceremony.

#### **ARTICLE III. SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter of the National Honor Society shall be by a Faculty Council, consisting of five members of the faculty who have been appointed by the school Principal. The selection of each new National Honor Society member shall be by majority vote of the Faculty Council, using the selection rubric provided by the National Honor Society. The chapter adviser is an ex-officio, non-voting member of the Faculty Council.

Section 2. Each candidate shall complete a written survey, a written essay and an interview by the Faculty Council, during which questions are asked to try to determine the level of the candidate's character, service and leadership. Failure to complete any of these requirements will result in not being admitted as a member for the upcoming year. The candidate shall, however, have another chance of admission in future years providing he/she meets the scholarship requirements.

Section 3. Each candidate shall be notified in writing of the decision of the Faculty Council as to whether they have voted to admit or not to admit the candidate as a chapter member.

Section 4. An active member of the National Honor Society who transfers to this school will be automatically accepted as a member in this chapter. He/she must then maintain the membership requirements for this chapter in order to retain his/her membership.

Section 5. The Litchfield High School Chapter of National Honor Society will not exclude the membership of a student based on race, color, national origin, gender, disability or marital status.

#### **ARTICLE IV. DISCIPLINE AND DISMISSAL OF MEMBERS**

Section 1. A National Honor Society member may be disciplined or dismissed for violating his/her oath of membership. If a member fails to maintain the required GPA, the member and the parents/guardians will be notified that the member will be on probation and has one semester to raise the GPA to

the required level. The Faculty Council shall determine when an individual member is to be warned regarding discipline/dismissal due to behavior. In the event the member has violated a civil law, no warning is necessary. The Faculty Council shall review the offense; a majority vote is necessary to discipline or dismiss a member.

Section 2. When a member is warned or dismissed, he/she must be notified in writing. The parents or guardians of this member must also be notified in writing.

Section 3. Notice of any dismissal of a member must be indicated on the annual report submitted to the national secretary at the end of the school year.

Section 4. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society. Upon dismissal, his/her membership emblem shall be returned to the school's chapter adviser.

#### **ARTICLE V. OFFICERS**

Section 1. The officers of this chapter shall be a president, vice-president and a secretary-treasurer.

Section 2. A majority of votes cast shall be necessary to elect any member to an office of this chapter.

Section 3. It shall be the duty of the president to preside at meetings of this chapter.

Section 4. The vice-president shall preside in the absence of the president.

Section 5. The secretary-treasurer shall keep the minutes of all meetings, attendance at meetings and a record of all business. He/she shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.

#### **ARTICLE VI. SUPERVISION**

Section 1. The activities of this chapter shall be subject to the approval of the Principal and faculty advisor (sponsor)

Section 2. This chapter shall have a faculty advisor appointed by the Principal.

Section 3. The faculty advisor shall call and be present at all meetings, events and projects of this chapter.

Section 4. The faculty advisor shall conduct all business dealing with selection, discipline, and dismissal of members of this chapter.

Section 5. The faculty advisor shall be in charge of all programs, ceremonies and any activities dealing with this chapter.

#### **ARTICLE VII. MEETINGS**

Section 1. The regular meetings of this chapter shall be during the school year on days designated by the faculty advisor.

Section 2. Attendance at these meetings is mandatory of all members unless excused by the faculty advisor.

Section 3. An unexcused absence shall be grounds for a warning to that member.

#### **ARTICLE VIII. AMENDMENTS**

Section 1. This constitution may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the Faculty Council.

#### **SELECTION PROCEDURES:**

The Litchfield High School Faculty Council will follow the Selection Procedures consistent with the Constitution and Handbook of the National Honor Society in accordance with the National Association of Secondary School Principals (NASSP). In addition, these guidelines will be used:

1. At the end of the 1<sup>st</sup> semester of each school year, the National Honor Society chapter adviser will obtain from the school's guidance counselor the cumulative grade point average (GPA) for each student in grades 10, 11, and 12. A cumulative GPA of 92% is necessary for a student to be eligible for consideration for membership in National Honor Society (adopted November 7, 2007).
2. Students who meet the 92% GPA requirement will be notified in January-February that they are eligible to become members of the National Honor Society. A letter will be sent to the parents/guardians of each eligible student. A description of the selection process will be included with this letter, as well as information regarding the eligibility requirements, chapter bylaws, and membership expectations.
3. After the notification process is completed, each student who is eligible will be given a National Honor Society Information Form to fill out. Completion of this form indicates the student's desire to become a member of National Honor Society; it does not guarantee selection. The form must be returned by the deadline; failure to return the form by the due date will result in the candidate no longer being considered for selection to National Honor Society during the current school year.
4. All student information forms are collected by the adviser and are presented to the Faculty Council for consideration. Candidates will also go through an interview process with the Faculty Council. Because additional faculty input is deemed beneficial in the selection process, all faculty members are encouraged to make comments about candidates by submitting Faculty Evaluation Forms; these forms contain supplemental information. The Faculty Council members vote individually by secret ballot. Any student receiving a majority vote (3 out of 5 of the Faculty Council) is selected to the National Honor Society.
5. A student has the right to decline participation in the selection process for National Honor Society. A form, signed and dated by the student and parent/guardian, acknowledges that the student was a viable candidate but did not wish to be considered as a candidate at that time. This does not preclude the student from being considered in the future if he/she still meets the requirements.
6. There is no formal right to appeal the non-election of an individual candidate directly to the Faculty Council, nor is that student entitled to a hearing before the Faculty Council. Written appeals must be submitted to the school Principal, who will follow the normal channels for an appeal process under the school district's policies governing appeals.

#### **DISCIPLINE/DISMISSAL PROCEDURES**

National Honor Society members should understand fully that they are subject to discipline and/or dismissal if they do not maintain the standards of scholarship, leadership, service, and/or character. They are expected to be exemplary students and citizens at all times throughout the year and in all places and aspects of their lives. The Faculty Council, in compliance with the rules and regulations of the National Honor Society (as set forth by the National Association of Secondary School Principals), can consider disciplinary actions that are related to a student's membership, up to and including dismissal, if circumstances warrant. The adviser and Faculty Council may periodically review the standing of members for compliance with National Honor Society standards. For purposes of discipline and/or dismissal, a majority vote of the Faculty Council is required; this will be done by secret ballot.

1. When a member falls below the scholarship standards by which the member was selected, the adviser shall inform the Faculty Council. The member and his/her parents/guardians will be notified in writing of the nature of the violation, the time period given for improvement, and provide notification of the possible consequences of non-improvement. If the student does not make the improvement in the specified time, that student is subject to the disciplinary measures that are considered appropriate by the adviser and Faculty Council.
2. When a member falls below the standards of the other three criteria (leadership, character, and service), the Faculty Council will meet to determine measures to discipline/dismiss the member. In the case of a flagrant violation of school rules or civil laws, whether during school or outside of school time, a warning is not required for dismissal.

3. The Faculty Council may gather evidence from a variety of sources, such as (but not limited to) students' official school records, information submitted through self-reporting, first-hand observations, and outside resources. The Faculty Council will not base its decisions on rumor or hearsay.

4. If the Faculty Council determines that dismissal may be warranted, the member and his/her parents/guardians will be notified in writing of the violation, the possibility of dismissal and the right to a pre-dismissal hearing with the Faculty Council. The member is allowed to appear before the Faculty Council and explain the situation. A parent/guardian may be present when the member presents his/her case and may speak only at the discretion of the advisor and Faculty Council. If a member is dismissed, written notice of the decision is sent to the member and his/her parents/guardians.

5. The dismissed member may appeal the decision of the Faculty Council. All appeals must be submitted to the Principal in writing. The Principal will follow the normal channels for an appeal process under the school district's policies pertaining to disciplinary action. The National Council and the National Association of Secondary School Principals shall hear no appeals in dismissal cases.

### **RESIGNATION**

Those students who resign from the National Honor Society will never again be eligible for membership or its benefits. The resignation will involve the submission of a written statement by the resigning member that is dated and signed by both the student and his/her parent/guardian. Verbal resignations are insufficient to end membership. Students cannot be "forced" to resign.