

# Lake Orion BY-LAWS: NATIONAL HONOR SOCIETY

## ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Lake Orion High School Chapter of the National Honor Society.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Lake Orion High School.

## ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Lake Orion High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5. Achieved a cumulative GPA of 3.5 or above for class of 2019 and class of 2020. Achieved a cumulative GPA of 3.75 or above (class of 2021 and beyond). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

## ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

d. The Faculty Council shall review the Candidate Form, disciplinary records and faculty evaluations in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the first semester of the school year in the Fall. (*Alternative or additional selection periods may be added.*)

Section 4. Candidates become members when inducted at a special ceremony. If members are not inducted via this special ceremonies then they are not members-attendance at the induction ceremony is mandatory.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal [*alt., adviser*].

Section 6. An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Lake Orion High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard (3.5) in effect when he/she was selected and he /she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period (specific date needs to be given) the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities, bullying, ethnic intimidation, sexual harassment (see student handbook for extensive list).

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

- c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
  - d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
  - e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society. Written verification must be given to the adviser by the student who wishes to resign.
- Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: OFFICERS**

Section 1. The officers of the chapter shall be president, vice president, secretary, historian, treasurer, parliamentarian, and social media chair.

Section 2. Student officers shall be elected at the last meeting of each school year (the actual meeting date can take place within the month of the last month seniors attend meetings). All returning active members in good standing are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. A majority vote shall be necessary to elect any officer of this chapter. The chapter will use plurality in determining the outcome of the elections.

Section 4. It shall be the duty of the president to preside at the meetings for this chapter.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service (oversee group service projects).

Section 6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence regarding members hours.

Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter

Section 8. The parliamentarian will oversee the chapter rules and ensure that every event is done ethically and to NHS standards and oversee the Sign Up Genius. They will work closely with the President and the Vice President to coordinate events.

Section 9. If an officer cannot fulfill their commitments and/or or expelled, suspended etc. then the person who received the second highest amount of votes in the election will take their position.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the faculty adviser and the chapter officers.

Section 2. The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## ARTICLE VII: MEETINGS

Section 1. Meetings of this chapter shall be held bimonthly and as often as deemed necessary (Tuesday during the month) in the morning.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order (optional)*.

Section 3. All chapter members are expected to attend all regularly-scheduled chapter meetings.

Section 4. The Executive Committee will meet once each week

Section 5. Members will faithfully attend bimonthly meetings held by our Society. If members cannot attend a meeting for a valid reason, they will be required to make up the 30 minutes of lost membership meeting time with additional service hours. If the absence is a documented valid reason (e.g. field trip, illness, or some other reasons then documentation is required to be submitted to the adviser within one school week of the absence). If the absence is an unexcused absence then members will receive an unexcused absence and will be required to make up the 30 minutes of lost membership meeting time with additional service hours. On the second unexcused absence, the member will be up for dismissal from the Society upon consideration of the Faculty Council.

Members are allowed to have no more than two (2) unexcused absences, if a member has two (2) or more unexcused absences the member will have to go before the Faculty Council for possible dismissal. Two (2) tardies are equal to one absence.

## ARTICLE VIII: ACTIVITIES

Section 1.

Members will maintain a cumulative grade point average of 3.5 or higher for the remainder of my high school career. I realize that if my GPA falls below this level, I will be on probation for one semester. If I fail to raise my GPA over 3.5 by the end of that time, I will be dismissed.

Members will commit myself to the high standards of *character, leadership, and service* that I have already set for myself. Any transgressions against the school code of conduct, or other incidence unbecoming an NHS member, will be brought before the Faculty Council and may result in discipline up to, and including, dismissal.

Members will faithfully attend bimonthly meetings held by our Society. If I cannot attend a meeting for a valid reason, I will be required to make up the 30 minutes of lost membership meeting time with additional service hours. If the absence is a documented valid reason (e.g. field trip, illness, or some other reasons then documentation is required to be submitted to the adviser within one school week of the absence). If the absence is an unexcused absence then members will receive an unexcused absence and will be required to make up the 30 minutes of lost membership meeting time with additional service hours. On the second unexcused absence, I will be up for dismissal from the Society upon consideration of the Faculty Council.

Members are allowed to have no more than two (2) unexcused absences, if a member has two (2) or more unexcused absences the member will have to go before the Faculty Council for possible dismissal. Two (2) tardies are equal to one absence.

**Juniors: Each junior member is required to have 25 hours of service.** Additionally, All members are required to create a service project with a group of their choice each year they are a member of LOCS NHS and earn hours. The adviser will provide all NHS sponsored hours. Members are permitted to attain their hours on their own with the following stipulations: the NHS extraneous hours form must be filled out completely and submitted and will be verified and also members can only earn up to 5 hours from each source they are earning service hours. Members can use a combination of the hours the adviser offers and hours they find on their own. The adviser will provide well above the amount of hours needed. The calculation of hours are due by December of the next school year (their senior year of high school).

**One Year Seniors: Each first year senior member is required to have 20 hours of service.** Additionally, All members are required to create a service project with a group of their choice each year they are a member of LOCS NHS and earn hours. The adviser will provide all NHS sponsored hours. Members are permitted to attain their hours on their own with the following stipulations: the NHS extraneous hours form must be filled out completely and submitted and will be verified and also members can only earn up to 5 hours from each source they are earning service hours. Members can use a combination of the hours the adviser offers and hours they find on their own. The adviser will provide well above the amount of hours needed.

**Two Year Seniors: Each second year senior member is required to have 15 hours.** The calculation of hours for seniors is due in May prior to graduation. Additionally, All members are required to create a service project with a group of their choice each year they are a member of LOCS NHS and earn hours. The adviser will provide all NHS sponsored hours. Members are permitted to attain their hours on their own with the following stipulations: the NHS extraneous hours form must be filled out completely and submitted and will be verified and also members can only earn up to 5 hours from each source they are earning service hours. Members can use a combination of the hours the adviser offers and hours they find on their own. The adviser will provide well above the amount of hours needed.

**Seniors Graduating Early:** A senior who is graduating early will have to submit 15 hours by January 31<sup>st</sup> of the year that they are graduating and must demonstrate that they are actively involved in their individually, selected, service group(**per Article VIII Section 4**) project in order to graduate in good standing with the LOHS chapter of NHS. The adviser will provide all NHS sponsored hours.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in a group service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members participate. They will plan, implement, and evaluate a service project that will benefit a targeted group. Each member will be required to create a service project with a group of their choice each year they are a member of LOCS NHS and earn hours.

Section 5. The chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: EMBLEM**

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society (*Article XV, Section 3 of the national constitution*).

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense if the member resigns or is dismissed.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords [*or other insignia adopted at the local level*] at graduation.

## **ARTICLE X: DUES**

Section 1. Annual dues for this chapter shall be \$20.00.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction and/or the beginning of the school year.

## **ARTICLE XI: POWERS**

Section 1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

## **ARTICLE XII: AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Non-discrimination. The Chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national

origin, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**Date:** July 24, 2019

**These bylaws will be explained at the first membership meeting and posted on our webpage and Moodle page for easy accessibility.**