

Lemont High School National Honor Society

Harold Julian Chapter By-Laws

Article I: Introduction

Lemont High School's Harold Julian chapter of the National Honor Society has a long and storied tradition. This most selective of organizations offers students who are elected local and national recognition as leaders in the areas of scholarship, leadership, character, and community service. Selection is a privilege, not a right.

As stated by the national charter's constitution, these by-laws "amplify sections of [the National] Constitution and clarify operating procedures" of NHS at Lemont High School. All information in this guide follows the procedures of the national charter's constitution. For further information, see the publication provided by the National Association of Secondary School Principals at http://www.principalsmonth.org/igx_temp/NHS_Constitution.pdf.

Article II: Selection

The selection process follows these steps:

1. All juniors and seniors with a cumulative weighted grade point average of 3.5 or higher receive an introductory email and candidate form in September, complete with candidate form due date (approximately 3 weeks after the email was sent), through school email. Informational meetings are offered to all candidates.
2. The entire faculty then has the opportunity to rate candidates for NHS membership as "excels," "above average," "average," "below average," or "needs improvement" in the areas of leadership and character. Faculty members include their name on the survey form. Each candidate is considered on his or her own merit.

Attributes of leadership include the following:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted

Attributes of character include the following:

- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
 - Cooperates by complying with all school policies and regulations and codes of student conduct
 - Takes criticism willingly and accepts recommendations graciously
 - Demonstrates the highest standards of honesty, academic integrity, and reliability
 - Regularly exhibits courtesy, concern, and respect for others
 - Complies with instructions and rules, and displays personal responsibility.
3. A confidential Faculty Council consisting of 5 faculty members from a broad spectrum of disciplines then convenes to discuss the attributes of each individual candidate. These Faculty Council members evaluate the candidates based on their Candidate forms, overall faculty ratings, and their own personal exposure to each student.

To meet the service criterion, a candidate must demonstrate on his or her candidate form the completion of 10 hours of service undertaken at school or in the community since the start of his or her freshman year. Candidates are asked to provide service verification or contact information for an adult supervisor. Service includes participation in some activity (inside or outside of school) that benefits a community, is unpaid, not required, and does not directly benefit the student (for example, the Faculty Council does not consider team/activity fundraisers or tutoring of a sibling to be considered Service).

To meet the Leadership criterion for NHS, a student must document two ways in which he or she has shown leadership at school or in the community since his or her freshman year and indicate on the candidate form the roles and the name of the adult who can verify each of these activities. More than two examples of leadership may be listed, but there must be two verifiable listings to be selected to our chapter.

To help measure the Character criterion, the Faculty Council may access candidate discipline records as candidates may possibly not be selected in the case of a violation of school rules (including but not limited to any violation of rules within the LHS Student Handbook or any violation of the LHS Academic Integrity Practices) or the law (including but not limited to DUI, stealing, destruction of property, truancy)

The Faculty Council will also consider faculty ratings in the areas of Leadership and Character for selection. Candidates acknowledge these faculty ratings are confidential and waive any access to the ratings. If a candidate submits a written request to a National Honor Society sponsor within five days of receiving a final letter detailing the status of their candidacy, sponsors will disclose the names of any known faculty members who provided confidential ratings on that individual's candidacy. However, the survey results will be used strictly for candidate selection, cannot be disseminated, and will not be retained after 45 days.

There is no cut-off or quota of candidates selected; rather, selection is based on the candidate's service, leadership, and character. Only candidates who will be enrolled as high school students for the duration of the school year will be considered for candidacy. Members are selected by a simple majority of committee members. **Although overseen by chapter sponsors, these sponsors have no vote in the selection process.**

4. Once candidates are selected, letters indicating the candidate's selection or non-selection are delivered by mail.
5. Candidates who wish to appeal non-selection should contact the chapter advisers, the principal, and then the superintendent. Appeals must be registered with the chapter adviser within 10 school days of notification of nonselection.

Article III: Obligations of Members

Each member of Lemont High School's National Honor Society must fulfill several requirements:

1. Maintain a minimum cumulative weighted grade point average of 3.5.
2. Maintain the standards of leadership and character that were the basis of his or her selection.
3. Attend **80%** of all NHS activities (i.e. meetings and events) as a positive, engaged participant. A list of general meeting dates can be found on the chapter's Google Classroom page.
4. Attend the Induction rehearsal and ceremony.
5. Be a positive, engaged participant in all fundraising activities, returning funds and/or materials promptly.
6. Maintain current contact information with NHS Sponsors and Officers.

7. Complete a minimum of **20** hours of community service which are properly documented on the appropriate form. Fraudulent hours may result in dismissal proceedings.

These 20 hours are broken down as follows:

Participation in NHS service projects: 18 Hours

Tutoring: 2 Hours

- Each student must complete 18 hours of participation in NHS service projects. These opportunities arise throughout the year as the organization chooses causes to assist and when the community asks NHS for volunteers for local events. Check the Google Classroom page regularly for opportunities.
- Each student must complete tutoring (VAST) for a yearly total of two hours. Opportunities are available through the CAVE, and NHS Vice President in charge of VAST, who coordinates filling requests for tutoring from the community.
- A portion of second-year members community service hours (as determined by community service officers at the start of the school year) will be due the Friday prior to Induction. A portion of first-year members' community service hours will be due during a second semester date that is determined by community service officers at the start of the school year.

Article IV: Discipline and Dismissal

Discipline and dismissal follow the national charter's constitution.

Any NHS member who does not meet the requirements or falls below the standards which were the basis of his or her selection shall be warned in writing. A probationary period follows. If the issue is corrected, no further action is taken. However, a member may be considered for dismissal if the stipulations of probation are not met.

Members may also be considered for immediate dismissal (i.e., sans probationary period) in the case of a flagrant violation of school rules (including but not limited to any violation of the LHS Academic Integrity Practices or the LHS Activity Code) or the law (including but not limited to DUI, stealing, destruction of property, truancy). Advisers conduct periodic checks of member academic and discipline records in order to monitor member adherence to chapter standards.

A member facing potential dismissal receives a written notice of a hearing. The member has the option of responding to the charges indicated in the written notice either orally or in writing to the Faculty Council. Following the hearing, the Faculty Council issues a decision agreed upon via majority vote. Should the Faculty Council vote to dismiss a member, the member is granted two weeks to appeal the Faculty Council's decision to the principal.

Article V: Scholarships

All active NHS Members in good standing with the organization may apply for the Jerry Kankaala Memorial Scholarship. Information regarding the written application will be available each spring from the sponsors.

Article VI: Officers

Officers are elected by a simple majority of their voting peers. In the event of a tie, the top two candidates will participate in a runoff election; in the event of another tie, the sponsors will choose a candidate:

President:

1. Set the tone and provide overall leadership to the members.
2. Set and execute a meeting agenda.
3. Oversee the Empathy committee.

4. Provide support for the other officers through regular executive meetings.
5. Keep the sponsors informed of all actions and concerns.

Vice President:

1. Set the tone and provide overall leadership to the members.
2. Provide support for the President, stepping in for the President in case of absence.
3. Oversee the VAST committee.
4. Keep the sponsors informed of all actions and concerns, especially regarding VAST.

Secretary:

1. Set the tone and provide overall leadership to the members.
2. Take minutes and provide them before the next meeting.
3. Keep accurate, updated attendance records and maintain them on Google Classroom.
4. Oversee the Community Service committee.
5. Keep the sponsors informed of all actions and concerns, especially regarding Community Service.

Treasurer:

1. Set the tone and provide overall leadership to the members.
2. Keep accurate records regarding the NHS funds.
3. Act as liaison with the sponsors and the business office.
4. Oversee the Fundraising committee.
5. Keep the sponsors informed of all actions and concerns, especially regarding Fundraising.

Article VII: Committees

A number of different committees are available for member participation. Each committee is overseen by one or more members designated committee chairs. These chairs are selected by the sponsors after applying and interviewing for the positions.

Publicity

The goal of the Publicity committee is to maintain intra- and inter-chapter communications.

1. Communicate chapter information to members.
2. Publicize chapter events to both the school and local communities.
3. Keep the sponsors informed of all actions and concerns at least 3 days prior to meetings.

Community Service

The goal of the Community Service committee is to provide members with opportunities to reach out to their community and beyond.

The Community Service chair has the following responsibilities:

1. Provide and document at least one major and one minor structured community service event per semester for the entire membership, coordinating dates and times with the sponsors.
2. Maintain service hour records.
3. Provide sponsors with a record of member community service.
4. Provide information to members on individual community service opportunities.
5. Keep the sponsors informed of all actions and concerns at least 3 days prior to meetings.

Fundraising

The goal of the fundraising committee is to provide funds for the operating expenses (e.g., induction) of the local chapter and to provide funds for the elected NHS cause(s).

The Fundraising chair has several duties:

1. Research and designate at least one fundraising event per semester for the entire membership, coordinating dates and suppliers with the sponsors
2. Coordinate with the LHS activities director.
3. Provide detailed paperwork regarding fundraising to the sponsors.
4. Collect and document all fundraising monies in a timely fashion and coordinate financial information with the NHS treasurer.
5. Keep the sponsors informed of all actions and concerns at least 3 days prior to meetings.

Empathy

The goal of the Empathy committee is to rejoice with the members of our community in times of joy and provide support in times of trouble.

The Empathy chair has several duties:

1. Compose and deliver teacher encouragement cards.
2. Compose and deliver joy or sadness cards as needed.
3. Maintain purchase receipts for needed supplies and coordinate reimbursement with the NHS treasurer.
4. Keep the sponsors informed of all actions and concerns at least 3 days prior to meetings.

Article VIII: Amendments

Amendments to these by-laws must be approved by a 2/3 affirmative vote of all active members and a majority vote of the Faculty Council. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be amended and approved only by the Faculty Council.