LAKEWOOD HIGH SCHOOL
CHAPTER OF THE NATIONAL HONOR SOCIETY
CHAPTER BYLAWS

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

Section 1. 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 the students of Lakewood High School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution.

THE PRINCIPAL

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

Section 3. The principal shall annually appoint a member of the faculty as chapter advisor, who may serve consecutive terms. Co-advisors may be appointed where necessary.

Section 4. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 5. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

THE CHAPTER ADVISOR

Section 6. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students and community.

Section 7. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit it to the national office.

Section 8. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 9. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 10. The chapter adviser shall be an ex officio, nonvoting, sixth member of the faculty council and shall facilitate all meetings of the council.

Section 11. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

THE FACULTY COUNCIL

Section 12. The faculty council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, sixth member of the faculty council.

Section 13. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 14. The faculty council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, etc.

Section 15. Our 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, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

Section 3. Eligibility:

a. To be eligible for membership the candidate must be a member of the junior or senior class.

b. Candidates must have attended Lakewood High School for at least one full semester prior to the faculty rating period.

c. Candidates must have a cumulative grade point average of at least 3.5 (on a 4.0 scale).

d. Candidates must have a minimum of 24 verifiable service hours.

e. Upon meeting grade level, enrollment and GPA standards, candidates shall then be considered based on a careful evaluation of their service, leadership, and character.

Section 4. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of each member to the chapter shall be by a majority vote 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. The selection of active members shall be held once a year during the first semester of the school year.

Section 3. Prior to final selection, the following shall occur:

a. Students' academic records shall be reviewed to determine scholastic eligibility.

b. All students who are eligible scholastically shall be notified through a letter sent in the mail. Members will be asked to complete the

electronic *NHS Candidate Form* in its entirety to then be considered for membership.

c. An eligibility list will be prepared to include all eligible students who have properly submitted the *NHS Candidate Form* electronically to be considered for membership.

d. The eligibility list, the *LHS NHS Faculty Input Form*, will be distributed to each faculty form electronically. At least four teachers must rate a student. Teachers rate only those students with whom they have had contact with in classes and/or activities. The students are rated based on a set of standards pertaining to leadership, service and character. The students are rated on a scale of 1-5, with 5 being strongly agree, for each standard. The faculty is encouraged to leave any pertinent feedback regarding their evaluations.

e. The faculty council shall review the *NHS Candidates Forms*, the *LHS NHS Faculty Input Forms*, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of NHS.

ARTICLE VI: OBLIGATION OF MEMBERS

Section 1. Annual dues for this chapter shall be $20. Dues will need to be payable to the chapter within 30 days of induction. Any member that does not pay their dues within 30 days of induction, will have the dues added to their school fees.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stoles at graduation.

Section 5. Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer and sergeant of arms.

Section 2. Student officers shall be elected each spring. All junior members in good standing with the chapter are eligible to run for a position as an officer.

Section 3. Voting shall be by secure ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

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.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

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

Section 8. The sergeant of arms shall work with the president and advisor to establish guidelines for members and shall help to ensure order is maintained and procedures are correctly followed at meetings.

Section 9. Officers and the faculty adviser shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter. Any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2. Members are expected to attend all chapter meetings.

Section 3. Repeated failure to attend chapter meetings may result in discipline and/or dismissal.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

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. The chapter shall publicize and promote its projects in a positive manner.

Section 5. Each member shall have the responsibility for choosing and participating in at least one individual service project that reflects their particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. Members must submit documentation of this individual service project to the executive committee.

Section 6. Repeated failure to participate in chapter activities may result in discipline and/or dismissal.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Lakewood High School chapter of the National Honor Society. Members of the National Honor Society are expected to maintain their academic standing and take an active role in service and leadership in their school and community.

Section 2. If a member's cumulative GPA falls below the standard of 3.5 or higher, they will be given a written warning and a reasonable time period for improvement. If the cumulative GPA remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that can include consideration of dismissal from the chapter.

Section 3. Any member who repeatedly fails to attend chapter meetings and/or chapter activities may be considered for discipline or dismissal.

Section 4. Violations of the law or school regulations can result in immediate consideration of the 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 or in the community.

Section 5. Offenders of the school conduct code 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 considered for dismissal.

Section 6. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 7. In all cases of pending dismissal:

a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.

b. The member will be given the opportunity to respond to the charge(s) against them at a hearing before the faculty council prior to any vote on dismissal. The member has the opportunity to present their defense either in person or via a written statement presented in lieu of the face-to-face hearing.

c. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.

d. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student

and parents. Dismissed members must surrender any membership emblems to the adviser.

e. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.

f. A member who is dismissed or resigns may never again be considered for membership.

Section 8. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION/APPROVAL

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds 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 V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on: *September 30, 2022*

Signatures:

Joy Morgan
Principal

Bridgette Firstenberger
Associate Principal

William Roth
National Honor Society Chapter Advisor