



# Walled Lake Central High School

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**Chapter Bylaws**  
of the  
**Walled Lake Central High School Chapter**  
of the  
**National Honor Society**  
Adopted: 12 April 2021

## ARTICLE I: NAME

The name of this chapter shall be the Walled Lake Central High School Chapter of the National Honor Society.

## ARTICLE II: PURPOSE

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 Walled Lake Central High School.

## ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4. 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 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 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be incoming members of the junior or senior class.

b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Walled Lake Central High School.

c. Candidates eligible for election to the chapter shall meet the following minimum GPA requirements:

i. Sophomores: 3.9 cumulative GPA

ii. Juniors: 3.5 cumulative GPA

d. To be eligible for selection, the candidate's disciplinary record may not contain infractions below NHS standards. This includes incidents of academic dishonesty, use of alcohol or drugs, misconduct involving violations of law, or any two or more minor discipline referrals.

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

## ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members. The chapter adviser shall be an additional, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year.

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

a. Students' academic records shall be reviewed to determine scholastic eligibility. Students' discipline and attendance records shall also be reviewed to determine character and leadership eligibility.

b. All students who are eligible (i.e., candidates) shall be notified and asked to complete and submit the application for further consideration. The candidate's application must be completed in its entirety (including short answer questions, essays, a letter of recommendation, and proper signatures and contact information as listed in the application) to be considered for membership.

c. The Walled Lake Central High School faculty shall be requested to evaluate candidates determined to be eligible using the official input form provided by the chapter adviser.

d. The faculty council shall review the candidate information forms, faculty input, 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. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

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 VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20. Dues will be payable to the chapter by a specified date.

Section 2. Chapter members who are seniors in good standing shall be granted the privilege of wearing the stole, medal, and honor cords at graduation. See Article XI.

#### ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, corresponding secretary, and public relations officer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning, second-year members in good standing with the chapter are eligible to run for a position as an officer.

a. Officer candidates must submit, by email, a letter of intent that states the candidate's name and desired officer position by a set date determined by the adviser.

b. Each candidate will have the opportunity to make a short campaign video announcing interest and specific skills qualifying them for such a position. All NHS members will have the opportunity to view the campaign videos prior to voting.

Section 3. Voting shall be by secret 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. The **president** will serve as the official representative of the chapter at school and community functions and should be a person with the enthusiasm and charisma to motivate a large body of students. Other responsibilities include, but are not limited to, the following:

a. to preside at the meetings of the chapter following a written agenda

- b. to submit the agenda to the NHS adviser one day prior to meetings for approval
- c. to organize events including, but not limited to, the Pedersen Fundraiser, Teacher Aide Brigade, weekly tutoring, and semester exam Tutoring Blitz
- d. to communicate, through Remind and/or Google Classroom, all correspondence sent to the general membership.

Section 5. The **vice president** shall preside in the absence of the president. Other responsibilities include, but are not limited to, the following:

- a. to collaborate with the president on the meeting agenda
- b. to keep the NHS bulletin board updated with current and upcoming events
- c. to organize events including, but not limited to, road cleanup, Pink Out NHS sponsored sporting events, the Pedersen Fundraiser, and one major charitable event sponsored by NHS
- d. to assist with and co-chair all other NHS events

Section 6. The **corresponding secretary** shall keep the minutes and attendance records for meetings and be responsible for all official chapter correspondence. Other responsibilities include, but are not limited to, the following:

- a. to maintain a list of all members' names and contact information
- b. to appoint, with adviser approval, recording secretaries
- c. to meet with recording secretaries quarterly, or more as needed
- d. to work with recording secretaries to ensure that service hours are submitted monthly to the recording secretaries by the members
- e. to submit NHS event and meeting attendance and meeting minutes to the president and adviser no later than three days after the events/meetings
- f. to assist with and co-chair all other NHS events

Section 7. The **public relations officer** shall promote all NHS sponsored events, announcements, and activities. This work must be done in a timely and professional manner. Responsibilities include, but are not limited to, the following:

- a. to create posters and get administrative approval to hang them around the school

- b. to appear on announcements as necessary
- c. to create advertising videos for drop-in tutoring, the Tutoring Blitz, and other NHS events
- d. to create a small committee to assist in these duties as necessary
- e. to coordinate efforts with the Student Pantry, including assisting with their social media accounts as needed
- f. to assist with and co-chair all NHS events

Section 8. The officers and the faculty adviser(s) 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, but any action by the executive committee is subject to the review of the chapter members.

Section 9: The **recording secretaries** shall be appointed by the corresponding secretary with the approval of the adviser. Responsibilities include, but are not limited to, the following:

- a. to collect completed volunteer record sheets from their assigned members at the end of each month and keep updated records of volunteer hours
- b. to review the Google spreadsheet for hours requiring adviser approval
- c. to maintain all volunteer hour records in Google, making them accessible to the corresponding secretary and the NHS adviser no later than the 5th day of each month
- d. to notify the student and NHS adviser of all members who have not fulfilled their volunteer hour requirements each semester
- e. to submit all final hours by the end of the first week in May for seniors and the first week in June for juniors

#### ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly, held on the first Thursday of the month. Meetings shall be held from 6:30 am - 7:10 am. Special meetings can be called by the president with approval of the adviser.

Section 2. Members are expected to attend all chapter meetings. An unexcused absence will result in a disciplinary strike (see Article X).

## 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. Each member shall have the responsibility for choosing and participating in at least one individual (community) 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 contribute.

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

Section 6. Each member must complete a minimum of 40 hours of service to the school and community between August 1 and the end of the school year (April 30 for seniors, May 31 for juniors).

a. A minimum of 30 of these hours must be for NHS sponsored events and activities that provide direct assistance within Walled Lake Central (e.g. the Pedersen Fundraiser, Teacher Aide Brigade, weekly tutoring, semester exam Tutoring Blitz, volunteering at the Student Pantry, etc.). These activities are pre-approved by the adviser and are recorded as NHS sponsored hours.

b. Members (as noted in Article IX, Section 4) shall also participate in service to the greater community. These activities and hours must be approved by the adviser.

i. As part of this requirement, a maximum of 10 service hours will be approved for each community activity/organization. (Any additional hours will count toward exemplary service [see Article XI, Section 4] and therefore should still be recorded.)

c. Documentation of hours MUST be completed and turned in during the month they were performed. Members are strongly advised to make and save copies of all hours submitted. Concerns regarding hours must be addressed as follows:

i. Member attempts to resolve with the recording secretary.

ii. If not resolved, member contacts the corresponding secretary.

iii. If not resolved, the corresponding secretary contacts the NHS adviser.

- d. All NHS members must have 20 hours documented and submitted by the last day of the first semester. A minimum of 10 of the hours must be NHS sponsored.
- e. Seniors who have not completed 40 hours of service with proper documentation by April 30 will not be able to wear an NHS stole at graduation and will not receive the NHS awards granted for that year of service.
- f. Juniors who have not completed 40 hours of service with proper documentation by May 31 will not be recognized at graduation for their junior year of service. These members must meet with the NHS adviser, then re-apply and attend a formal appeal if they wish to maintain membership in NHS for their senior year.

#### ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Walled Lake Central 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 a 3.5, that member will be given a written warning and a reasonable time period, one semester, for improvement. If the cumulative grade point average remains below standard at the end of the warning period/semester, the student will be subject to further disciplinary action by the faculty council, including consideration of dismissal from the chapter.

Section 3. 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 stealing; destruction of property; academic dishonesty; truancy; or possession, selling, or being under the influence of drugs, tobacco products, or alcohol at school or school-related activities or in the community.

- a. A member who commits a disciplinary infraction must schedule a meeting with the adviser. The adviser will determine the disciplinary consequence. Serious violations of the Walled Lake Central Code of Conduct and violations of the law are cause for automatic consideration for dismissal from NHS.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

- a. Regular attendance in school is expected of all NHS members. A maximum of eight absences and four tardies are allowed per year unless otherwise excused by the adviser.

Section 5. 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 6. A consequence of missing a meeting or mandatory NHS sponsored activity will result in a disciplinary strike. For each strike, the member will be contacted by the adviser in person or through email. After three strikes, the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

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 has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any 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 via a written statement presented in lieu of the face-to-face hearing. 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.
- c. 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.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

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

## ARTICLE XI: GRADUATION ITEMS

Section 1. Active members in good standing may wear an NHS stole at graduation. Stoles must be returned to the adviser after the commencement ceremony.

Section 2. Members who complete the requirements for one year of service will receive a one-year NHS member medal and a blue service cord.

Section 3. Members who complete the requirements for two years of service will receive a two-year NHS member medal and a blue and gold service cord.

#### Section 4. Exceptional Service

a. Members who complete 75 hours in one year of membership will receive an additional medal for exemplary service.

b. Members who complete 150 hours in two years of membership will receive an additional medal for exemplary service.

### ARTICLE XII: PARENT INVOLVEMENT AND SUPPORT

Section 1. In order for NHS events to run smoothly, chaperones and parent assistance are needed. Parents/guardians of NHS members will be asked to volunteer for NHS sponsored events.

Section 2. NHS members are expected to be proactive and advocate for themselves. Members are expected to contact the NHS president or the adviser as the first step to addressing a concern, clarifying information, or resolving a problem. Parents are encouraged to allow their students to address their own questions or misunderstandings before getting involved.

### ARTICLE XIII: RATIFICATION, APPROVAL, and REVIEW.

Section 1. These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, 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 XIV: AMENDMENTS

These bylaws 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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on 12 April 2021: Last revisions 9 April 2021

Chapter Co-Presidents	Tejaswi Koneru and Neerad Uppalapati
Chapter Secretary	Alexa Hamama
Chapter Adviser	Shanell Eastman-Freshcorn
Interim Principal	Charles Froning