

Lake Dallas High School
Chapter of the National Honor Society
By-Laws

I. Purpose

- A. The object of this chapter shall be to promote and maintain the qualities of scholarship, leadership, service, and character.
- B. No provision of these by-laws shall hold if it is in conflict with the National Constitution of the National Honor Society as provided by National Headquarters.
- C. All established deadlines for all documents and service duties must be met.

II. General Supervision

- A. The principal shall reserve the right to approve all activities and decisions of the chapter.
- B. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.
- C. The chapter adviser shall be responsible for the direct day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- D. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions.
- E. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- F. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.
- G. The Faculty Council shall consist of five voting faculty members, or at least one faculty member from each discipline, appointed annually by the chapter adviser. No principal or assistant principal may be included on the Faculty Council.
- H. The Faculty Council shall meet at least two times a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- I. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline and dismissal of members, all of which must remain in compliance with the national guidelines.
- J. Officer nominations for president, vice president, secretary, and treasurer shall be brought forth at the first or second meeting following the induction ceremony.
- K. Voting shall be conducted by secret ballot.

- L. The chapter adviser or president may appoint other positions or committees as needed.
- M. The executive committee shall consist of the officers and the adviser of the chapter.
- N. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform other duties as needed.
- O. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

III Membership

- A. The following action will take place if a member should fall below the standards that were the basis for his/her selection, fail any class, or lose credit in any class. First, the member shall be warned in writing by the chapter adviser and given a nine-week period to correct the deficiency. If the deficiency is not corrected, the next step will be dismissal. However, in the case of a flagrant violation of school rules or the law, a member does not have to be warned.
- B. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.
- C. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- D. Candidates become members when inducted at a special ceremony.
- E. Members shall maintain the required levels of scholarship, leadership, service, and character that allowed initial membership.
- F. Members shall complete thirty hours of community service by April 1 each year.
- G. Members shall attend the majority of regularly scheduled meetings.
- H. Members shall actively participate in chapter service projects.
- I. Members shall do a service project on their own each school year and submit a report on the service project and its outcome by April 1st of that school year.
- J. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.
- K. Members who resign or are dismissed are never again eligible for membership or its benefits.
- L. A student who is a National Honor Society member in another school and transfers to Lake Dallas High School must bring a letter from the former principal or chapter's adviser to the Lake Dallas High School adviser to be automatically accepted into the Lake Dallas High School chapter.

M. No dues will be charged.

IV. Selection of candidates into National Honor Society

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

B. A student must have been enrolled at Lake Dallas High School for the equivalent of one semester to be considered for membership. This requirement may be waived by the Faculty Council for an eligible transfer student if a recommendation is obtained from the previous school's principal pursuant to the candidate's selection. In addition, the candidate must meet all requirements in accordance with the current Lake Dallas High School National Honor Society By-Laws.

C. A student must be ranked in the top 10% of their class.

D. Candidates must submit a resume of activities to support leadership, service, and character by the established deadline.

E. Each candidate must have ratings from four teachers of classes taken in the year of nomination or in the year previous. In addition to a class rank in the top 10% of their class, to be considered for NHS membership by the faculty council, the candidate must have an overall summative ranking from the three characteristics (leadership, service, and character) of 12.0 without rounding. An essay may be included for the faculty council to evaluate before making a decision on membership.

F. Each candidate must have two letters of references from individuals that are not affiliated with the school.

G. Each candidate will complete a personal statement detailing why they should be considered as a National Honor Society member, as well as, any additional information they would like to be considered in the selection process.

H. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

I. A description of the selection procedure and paperwork shall be provided in a timely fashion to all qualifying candidates. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.

V. Discipline and Dismissal

A. The following actions will take place if a member should fall below the standards that were the basis for his/her selection, fail any class, or lose credit in any class. First, the member shall be warned in writing by the chapter adviser and given a nine-week period to correct the deficiency. If the deficiency is not corrected, the next step will be dismissal. However, in the case of a flagrant violation of school rules or the law, a member does not have to be warned.

- B. A member who fails to attend the majority of the regularly scheduled meetings will be warned by the chapter adviser; failure to correct the deficiency will result in the member going before the Faculty Council to discuss dismissal.
- C. A member who fails to complete the required 30 hours of community service by April 1 of each year will be taken before the Faculty Council to discuss dismissal. Accounting for community service for the following school year begins the day after the last day of a school year.
- D. A student who fails to maintain the required levels of scholarship, leadership, service, and/or character will be taken before the Faculty Council to discuss dismissal.
- E. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- F. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.
- G. For purposes of dismissal, a majority vote of the Faculty Council is required.
- H. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals for Lake Dallas ISD.
- I. Members who resign or are dismissed are never again eligible for membership or its benefits.

VI. Meetings

- A. The Lake Dallas High School chapter of the National Honor Society shall have regularly scheduled meetings designated by the executive committee.
- B. The LDHS National Honor Society shall meet on a day to be determined yearly, one day every month while school is in session. Meetings will be held in the classroom of the NHS adviser or in another location on campus with advanced notice.
- C. The chapter president may call special meetings as necessary.
- D. Absences from meetings will only be excused for school-related functions and illness. Notes stating the reason for an absence may be required.
- E. A member must attend the majority of meetings. Failure to do so will result in a meeting with the Faculty Council and could lead to dismissal.
- F. If a member is unable to attend a meeting, that member shall meet with the Adviser to receive all information given at the meeting. This may count as attendance at the meeting if the student provides a note signed by their parent/guardian.
- G. Meetings shall be conducted using Robert's Rules of Order.

VII. Activities

- A. There shall be at least one individual service project annually.

- B. An individual service project may require no more than three members to successfully fulfill the requirements of completion of the project. Special permission from the adviser shall be sought and must be given.
- C. All members shall regularly participate in these projects.
- D. 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; be well planned, organized, and executed.
- E. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests.
- F. There will be a chapter project each year to which all members contribute.

I have read the by-laws of the Lake Dallas High School Chapter of the National Honor Society and agree to abide by the requirements of the society. I understand that if I fail to meet these requirements that I may be dismissed from the chapter.

Student Name (printed) _____

Student Signature _____

Date Signed _____

Parent Name (printed) _____

Parent Signature _____

Date Signed _____