

Chapter Bylaws
Of the
Lakeview High School Chapter
Of the
National Honor Society
Adopted: August 24, 2015

ARTICLE I: NAME

The name of this chapter shall be the Lakeview Chapter of the National Honor Society of Lakeview High School.

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 Lakeview 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. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, Minnesota National Honor Society by paying annual dues and participating in state functions when possible.

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. [For reference, see Article V, Section 1 of the National Constitution.]

Section 4: Non-discrimination. 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, sex (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 graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, 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 Lakeview Public Schools.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. 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 determined by the Faculty Council, which consists of five faculty members appointed by the principal, using a 4 point scale for the three traits, character, leadership, and service, of a national honor society member. A student must receive a 9 point average out of 12 to be selected to the National Honor Society. The faculty will also review all candidates after the initial scores are submitted and make recommendations for all candidates in terms of selection or non-selection to the National Honor Society of Lakeview. The chapter adviser shall be the sixth, non-voting, 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 after the quarter three grading period.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Application for further consideration.
- 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 Applications including one letter of recommendation, faculty evaluations 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: APPEAL PROCESS OF NON-SELECTION

Section 1. Should a student not be selected to insufficient scores and/or materials submitted after the deadline or omitted materials, he/she may decide to appeal the decision within 10 days of notification.

- a. The student must submit a letter indicating his/her desire to appeal the decision of the Faculty Council to the chapter advisor. This letter should identify the reason of appeal, e.g. omitted materials, insufficient scores, or any other reason.
- b. The chapter advisor will set up an appeal meeting date with the student to discuss the appeal within five days of receiving the appeal letter.

- c. At the appeal meeting with the chapter advisor, the student will submit all materials he/she would like to be included in the appeal process.
- d. The chapter advisor will take the materials from the appeal meeting and submit them to the Faculty Council. The Faculty Council may or may not choose to review the materials and revise their original scores and/or decision. The Faculty Council will have one school week to review the appeal materials after receiving them from the chapter advisor and make a decision in terms of selection or non-selection
- e. If a student wishes to continue the appeals process after the Faculty Council reconvened, he/she may appeal to the principal on grounds of procedural errors. If errors are found, the principal will reconvene the Faculty Council for a majority vote.
- f. The Faculty Council's decision after being reconvened by the principal may be appealed afterwards according to provisions of the school district policies.

Section 2: The student appealing any decision at any point **must** attend all appeal hearings and meetings set forth by the chapter advisor. If the student is not present, the meeting will not take place.

ARTICLE VII: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter are not required.

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

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

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

[If additional member obligations exist for the local chapter, they should be delineated using additional sections of this article. A full accounting of all member obligations should be in place and can be replicated in student handbooks, candidate packets, or member handbooks as needed.]

ARTICLE VIII: OFFICERS

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

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

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. 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. Should officers vacate their position or be removed from the position, the position will be open to a majority vote by the current members of the National Honor Society.

Section 9. 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.

ARTICLE IX: MEETINGS

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

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

Section 3. Members are expected to attend all chapter meetings.

ARTICLE X: 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 an individual 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.

ARTICLE XI: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Lakeview 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 in effect when he/she was selected (3.5 GPA) he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the

end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes 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 (see Section 5 below). 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 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/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

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. 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. 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 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 7. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XII: 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 XIII: AMENDMENTS

These by-laws may be amended by a 2/3rds 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).

[*Note*: It is recommended that the Ratification and Amendment articles be the final articles. Should the chapter wish to insert additional articles, that is permissible.]

Approved on August 24, 2016

Signatures

Seth Goepferich - Chapter President

Hailey Penske - Secretary

Nicole Fischer - Adviser

Phil Lienemann - Principal

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Lakeview National Honor Society Bylaws, 2015 edition.

Changing the Bylaws

Once the bylaws have been accepted by a vote of the chapter and approved by the Faculty Council and the administration, they become the 'law' or guiding principles of the organization. If this principle is adhered to, it will be necessary to change the bylaws only occasionally, due in large part to their specificity and detail.

Occasionally, the bylaws may have to be revised or completely rewritten. The revision is usually drafted by a specially-appointed Bylaws Revision Committee.

After a change has been proposed and a draft has been prepared, the members of the chapter should be informed and given copies so that they can review and discuss the issues before they come to a final vote. Proposed amendments or revisions most commonly require a two-thirds vote of the chapter for adoption. NOTE: Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed and encouraged.

Some chapters are criticized for spending too much time amending their bylaws instead of dealing with other chapter concerns. However, there are times when an outdated set of bylaws is a real hindrance to the chapter. Some good reasons for amending bylaws are:

- statements no longer suit the chapter or school situation
- bylaws are arranged so poorly that essential information is hard to find (this situation sometimes occurs when an old document has been added to and amended over a period of years).
- bylaws contain elements that have caused long-standing disagreement
- bylaws violate individual rights or local/state policies
- bylaws prevent the chapter from adapting to change.

It is important that each time the bylaws are reviewed or changed, that the date of approval be updated and included on the new document. Old, now outdated copies should be destroyed except for those kept on file for historical purposes.

Copies of chapter bylaws, in addition to being available for use by chapter members, should be readily available for use by the principal. Some schools systems require that these organizational guidelines be approved by the local school board or be on file with central office. This is another reason for careful review and preparation of the text as a representative document of the chapter.