

**Lyman Hall High School
NHS Chapter
Bylaws for National Honor Society-REVISED March 2023**

Article I: Name

The name of this organization is the National Honor Society (NHS). It is the Lyman Hall High School Chapter under the sponsorship of the National Association of Secondary School Principals (NASSP).

Article II: Purpose

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at Lyman Hall.

Article III: Powers

1. The principal has the right to approve all activities and decisions of the group. His/her authority includes appointing a faculty advisor and a 5-person Faculty Council, and hearing appeals in cases of non-selection or disciplinary matters.
2. The advisor(s) shall be a member of the faculty. His/her duties will include approving chapter activities, maintaining records, and attending meetings and functions. The advisor will organize all selection materials for the Faculty Council. He/she will act as the liaison between NHS, the faculty, and the administration.
3. 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, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), or genetic information.
4. An active member of NHS is a student who has been selected by the Faculty Council and inducted into the group.

5. A student who has been selected by the Faculty Council, but who has not yet been inducted, is a new member of NHS and may participate in all NHS activities.
6. A member is expected to participate in all NHS service projects including, but not limited to, peer tutoring and food drives.
7. A member whose grade point average (GPA) falls below 3.500 will be placed on probation for one semester. If, at the end of that time, the GPA is still below 3.500, the member may be dismissed.
8. If a member's behavior is in conflict with the NHS's high standards of leadership, character, and service, she or he may be placed on probation, or in extreme cases, dismissed from NHS.
9. A member who resigns from or is dismissed from NHS will never again be eligible for membership in NHS.

Article IV: Membership

Candidates eligible for selection to this chapter must be members of the junior or senior class and must have been enrolled at Lyman Hall for a minimum period equivalent to one semester.

Article V: Selection of Members

1. After the first semester of their junior year, students with a cumulative GPA of 3.500 or higher AND 50 community service hours are notified in writing of eligibility and asked to fill out a Student Activity Information Form if they are interested in applying for membership.
2. In September of their senior year, grade 12 students (who are not current NHS members) with a cumulative GPA of 3.500 or higher AND 50 community service hours are notified in writing of eligibility and asked to fill out a Student Activity Information Form if they are interested in applying for membership.
3. All members of Lyman Hall faculty receive a list of eligible students and are invited to rate students on a scale of 1 to 4 and write comments about the students they know regarding the criteria of leadership and character. The names of faculty members remain confidential during the selection process.

4. Administrators are asked to provide disciplinary infractions for anyone on the eligibility list.
5. After the students submit their completed Student Activity Information Form, the advisor assigns each form a number and the student's name is removed. Faculty Council members receive copies of the anonymized Student Activity Information Forms, the anonymous faculty ratings and comments, and a notation of any disciplinary infractions on file with administration. In preparation for the selection meeting, each Faculty Council member individually rates each applicant on the basis of demonstrated leadership, service, and character as presented in the provided materials, using a scale of 1 to 4, one score for each criterion. Scores are input into a spreadsheet for analysis. If a student's average score is a 10 or higher, they are automatically admitted for membership. If they score below a 9, they are rejected for membership. Students whose scores are in the 9 - 9.9 range are discussed among council members using the definitions of service, character, and leadership provided by NASSP and a decision to accept is made by majority vote. Names of students accepted for membership are only revealed to the Faculty Council after the council has made their final selections.
6. Students will be notified by email, followed by a letter in the mail, of selection or non-selection.
7. Non-selected students may appeal the decision of the Faculty Council to the principal within 10 school days of receipt of the letter notifying the student of non-selection. The outcome of the appeal is final.
8. Juniors who are not selected will be eligible to reapply in the fall of their senior year, if they continue to maintain the required GPA.
9. An active member of NHS who transfers to Lyman Hall will be automatically accepted for membership in this chapter. Transferring students must provide a letter from the sending school's NHS advisor that verifies the student was a member in good standing. This member must meet the requirements for this chapter within one semester in order to retain membership.

Article VI: Meetings

NHS will hold a general meeting three times per semester. Subcommittee meetings will be held as-needed based upon current chapter activities.

Article VII: Obligations of Members

1. All members are expected to participate in NHS service activities.
2. A member is responsible for his or her annual dues. Dues will be collected when the membership agrees that it is warranted. The amount of dues will be decided upon by the chapter each fall; the amount may not exceed \$20.00 per year.
3. There will be four officers: president, vice-president, secretary, and treasurer.
4. The president will organize and run meetings and activities.
5. The vice-president will assist the president and assume the role of president in the president's absence.
6. The treasurer will work with the advisor to maintain financial records. He or she will be responsible for collecting funds and depositing these monies into the NHS account.
7. The secretary will keep accurate minutes of meetings. He or she will be responsible for all correspondence and publicity.
8. All officers are required to speak at the induction ceremony.
9. All NHS members will behave in accordance with all school rules.
10. All NHS members will have regular attendance at club meetings.

Article VIII: Elections

1. The election of officers will take place in the spring. Only members of the junior class will be allowed to run for office and only the junior members will be allowed to vote.
2. A member who wishes to run for office must inform the advisor of this desire and the office(s) of interest. His or her name will be added to a list of candidates. A member may run for more than one office, but can only hold one office.

3. The advisor will notify the juniors of the list of candidates for office, and voting will take place by secret ballot.
5. The candidate with the highest number of votes will be elected to office. In the case of a tie, a second vote will be taken. If a candidate were to win more than one office, the advisor will notify the candidate and award them the higher office.

Article IX: Discipline and Dismissal of Membership

1. NHS students may be subject to discipline or dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.
2. NHS students will be placed on probation for the following reasons:
 - a. Unexcused Absences from meetings. Meeting attendance is a requirement of membership; therefore members are expected to communicate any unavoidable circumstances to the advisor or club president. If the student misses more than 3 meetings, without notifying the advisor, the student may be put on probation.
 - b. Not maintaining the required GPA of 3.5
 - c. Not participating in chapter service projects.
 - d. Violating school rules.
 - e. Behavior that shows poor character (ie. academic dishonesty)
3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.
4. In all cases of pending dismissal:
 - a. The member will receive notification in writing from the advisor/Faculty Council indicating the reason for consideration for dismissal.
 - b. The member will be given the opportunity 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.

- c. The results of the 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 advisor.
 - d. The Faculty Council's decisions may be appealed to the building principal whose decision is final.
 - e. A member who is dismissed or resigns may never be considered for membership in the National Honor Society.
5. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.
6. Please note that membership is a privilege. The Faculty Council can vote to remove members if a member's behavior is not in accordance with the standards set forth by the National Honor Society.

Article X: Ratification, Approval, and Review

The bylaws will be accepted by a majority vote of the chapter and the approval of the advisor, Faculty Council and the principal.

Article XI: Amendments

1. The bylaws may be amended. NHS members may propose changes. After a draft has been written, members should be given copies so they can review and discuss the issue before they come to a final vote. Proposed amendments require a two-thirds vote for adoption.
2. Only the Faculty Council can change all sections of the bylaws dealing with procedures of selection, disciplining, or dismissal of members, although input from members is allowed.