Westlake Academy Chapter of National Honor Society

Chapter Bylaws

Revised October, 2024

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Westlake Academy Chapter of the National Honor Society.

Section 2. 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 at Westlake Academy.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. Graduate members have no vote in chapter affairs.

Section 2. 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 3. Eligibility:

a. Candidates eligible for selection to the Westlake Academy NHS chapter must be members of the sophomore, junior, or senior class and have completed a minimum of three semesters of high school grades.

b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance at Westlake Academy for a minimum of one semester.

c. To be eligible for selection to the chapter, students shall have a high school minimum weighted cumulative average of **94**% of all high school course grades. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.

d. Upon meeting the grade level, attendance, and cumulative average requirements, candidates shall then be considered based on their service, character, and citizenship.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of three faculty members appointed by the principal. The chapter adviser(s) shall be the fourth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser(s) shall review with the principal the results of the Faculty Council's deliberations. Faculty Council members shall remain anonymous.

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

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

a. An informational meeting for MYP/DP parents/guardians will be hosted by adviser(s) no later than one month prior to eligible candidates' receipt of invitation to apply.

b. Students'academic records shall be received from the registrar and reviewed to determine scholastic eligibility.

c. Students who are academically eligible to apply shall be notified via email and invited to complete and submit a Candidate Application for consideration in selection. Candidate Applications and any other designated forms must be submitted and time-stamped by the designated deadline. No submissions will be considered for selection after the designated deadline.

e. In addition to the Candidate Application, the Faculty Council will review attendance, behavior, service records, and teacher recommendations. Consideration will include the following: each quarter deadline has been met for service requirements per grade level; no multiple and/or serious behavioral referrals have been issued; no instance of academic dishonesty is documented; no history of excessive tardiness and/or unexcused absences; and/or multiple teacher recommendations verifying candidate's lack of character alignment with NHS ideals.

f. The faculty shall be notified of upcoming proceedings but will not be given a list of which students are eligible candidates. The faculty may offer recommendations and concerns regarding specific students to the NHS adviser. Only documented issues will be considered when reviewing candidate forms.

e. The Faculty Council will utilize the NHS Membership Selection Rubric in order to score all related documents and records in order to determine 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 a letter indicating the status of his/her membership and signed by the Chapter Adviser.

Section 6. An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter when the student presents a letter indicating the status of his/her membership and signed by the Chapter Adviser(s) at their previous school. 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 IV: DISCIPLINE and DISMISSAL

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Westlake Academy 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 average and/or MYP or DP service records fall below the standard in effect when he/she was selected, for the first occurrence, he /she will be given a written warning and a time period for improvement, specifically the next grading quarter. If the cumulative grade point average and/or MYP or DP service records remain below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing, destruction of property, cheating, truancy, or possession, selling, or

being under the influence of drugs or alcohol at school or school-related activities. A breach of academic integrity will lead to dismissal.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, 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 dismissed. In the case of Academic Dishonesty, a member will be immediately dismissed.

Section 5. In all cases of pending dismissal:

a. The member will receive written notification indicating the reason for possible dismissal from the Chapter adviser(s)/Faculty Council. The member and adviser(s) will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).

b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the 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 in writing. 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 reviewed by the Principal, and then if confirmed, expressed in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser(s).

d. The Faculty Council's decision may be appealed to the Head of School and afterward through the academy discipline policy.

e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

Section 1. The officers of the chapter shall be President, Vice President, Secretary, Historian and Treasurer.

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

Section 3. 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 for this chapter.

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 within the context of chapter service projects.

Section 6. The secretary shall keep a record of attendance, document the minutes of meetings and be responsible for all official chapter correspondence.

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

Section 8. The historian shall create and maintain a record of chapter activities and events.

Section 9. Officers shall remain in good standing and be actively in attendance with all meetings and activities, with minimal exceptions. Officers shall serve as role models and can be relieved of their positions by the Faculty Council because of disciplinary, scholarship and failure to comply situations.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the faculty adviser(s) and the chapter officers.

Section 2. The executive committee shall 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 VII: MEETINGS

Section 1. Meetings of this chapter shall be monthly, with other meetings as necessary.

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

Section 3. All chapter members and inductees are expected to attend all chapter meetings.

Section 4. A member or inductee will be excused from a meeting if they are considered excused by the Westlake Academy attendance policy or if they have previously approved the absence with faculty adviser(s). If a member is not in attendance at a meeting for any reason, upon return, he /she is required to meet with the adviser and review the meeting minutes within two days upon return from absence. Excessive absences from meetings and/ activities may result in disciplinary measures.

ARTICLE VIII: ACTIVITIES

Section 1. The chapter's service specifications are aligned with the MYP Service as Action and DP Creativity, Activity and Service requirements set by the Westlake Academy IB coordinator.

Section 2. All members shall engage in service experiences to meet the MYP Service as Action or DP Creativity, Activity and Service requirements and to remain in good standing with NHS. Members are required to fulfill Westlake Academy's MYP Service as Action or DP Creativity, Activity and Service requirements set by the Westlake Academy IB coordinator.

ARTICLE IX: EMBLEM

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE X: DUES

Section 1. NHS chapter dues are a one time fee of **$25**. This fee includes an induction pin and certificate.

Section 2. Dues will be payable to Westlake Academy via Schoolsbuddy prior to induction.

ARTICLE XI: POWERS

Section 1. The chapter adviser(s) is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

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

Section 3: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1. These by-laws 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 II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. Bylaws and amendments must be consistent with the Constitution of the National Honor Society.

Statement of non-discrimination: The 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, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

Sources:
National Society Handbook 20th edition [online] Accessed October 23, 2024
NJHS National Constitution [online] Accessed October 23, 2024