



Chapter Bylaws  
of the  
Joliet West High School Chapter  
of the  
National Honor Society

ARTICLE I: NAME

The name of this chapter shall be the Joliet West 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 Joliet West High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS through the National Association of Secondary School Principals (NASSP). 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, National Honors Society, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Nondiscrimination. 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, gender identity, sexual orientation 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 members of the junior class for membership beginning at the end of junior year through senior year.**
- b. Candidates eligible for election to the chapter shall have:**
  - 1. a minimum cumulative grade point average of 3.5 on a 4.0 scale.**
  - 2. a minimum of twenty documented and verified community service hours completed in the twelve months prior to their application due date**
  - 3. enrollment as an active member in at least one extracurricular activity such as a club or sport**
  - 4. active participation in at least one leadership position in an extracurricular activity such as a club, sport, or non-school affiliated organization**
- c. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.**

Section 4. Membership is considered for applications whose record is free of violations listed below in Article X, Section 3. These violations include, but are not limited to DWI, fighting, 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.

### ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of active members shall be held once a year during the second semester of the school year.

Section 2. 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 application form for membership consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible.
- d. The candidate application forms will be reviewed by faculty to determine validity of membership qualification that meet the selection for membership.

Section 3. Candidates become members when inducted at an induction ceremony.

Section 4. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of their membership.

Section 5. A member who transfers to this school from another school during their senior year may join this chapter with the submission of an official signed and dated statement from the previous school's NHS advisor or building principal verifying their NHS membership and good standing. Membership of the Joliet West chapter will be granted following a review of the student's transcripts.

### ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. 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 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole at graduation.

**Section 4. To remain in good standing, NHS members must meet the following requirements following their induction ceremony:**

**a. maintain a 3.5 GPA or higher**

**b. submit a minimum of ten documented and verified community service hours per semester by the designated due date at the end of each semester**

**c. attend and participate in monthly NHS general member meetings (See Article X Section 6)**

**d. meet the service requirement outlined by the chapter each year**

**e. attend and participate in the NHS induction ceremony to induct new members in the Spring of their senior year**

#### ARTICLE VII: OFFICERS

**Section 1. The executive board officers of the chapter shall be president, vice president, secretary, treasurer, and communications officer.**

Section 2. Student officers shall be selected via application and interview at the end of the spring semester of their junior year for an officer role for their senior year.

Section 3. Officer selection will be conducted and verified by the NHS advisor, school faculty, and the building principal.

Section 4. Executive board officers are upheld to the same member obligations and discipline and dismissal processes outlined for general members.

Section 5. 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 6. 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 7. The **secretary** shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 8. The **treasurer** shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 9. It shall be the duty of the **communications officer** to direct communication to the chapter and to the local community.

Section 10. The role of the **service officer** is to oversee service opportunities for NHS members.

Section 11. 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.

a. Executive committee meetings shall be held intermittently between general member NHS meetings.

b. Executive board members are required to attend intermittent executive board meetings with the attendance requirements under Article VIII, Section 3.

## ARTICLE VIII: MEETINGS

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

Section 2. Members are expected to attend all chapter meetings on time and attend for the full duration of the meeting.

Section 3. Tardiness or absence from meetings can be excused by notifying the chapter advisor via email, and cc'ing the chapter secretary, with documented reason *prior* to the tardy or absence.

## 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 aforementioned projects.

Section 3. Aforementioned 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 be responsible for choosing and participating in an individual service project that reflects his or her particular talents and interests and is 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 and timely manner.

## 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 Joliet West chapter of the National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and take an active role in service and leadership to their school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when they were selected (3.5), they will be given a written warning and a reasonable time period, such as a grading 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 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, fighting, 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. 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.

**Section 6. Strike System: The Joliet West High School chapter of NHS exercises a three-strike system for the warning and dismissal of NHS members who have fallen out of good standing.**

**a. Three strikes towards membership initiates the dismissal process from the Joliet West NHS chapter.**

**b. The following incidences indicate an automatic strike:**

- I. failure to maintain a minimum GPA of 3.5 for the duration of junior and senior year.**
- II. failure to submit the appropriate number of semester service hours by the due date and time outlined each semester**
- III. absence from a meeting with no emailed prior notice to chapter advisor**
- IV. failure to meet the annual service requirement**
- V. absence from induction ceremony for incoming members**

c. The Joliet West chapter of NHS exercises a one-time strike removal system that can be utilized by a member **once** during their membership.

- I. A strike can be removed by completing two additional hours of community service submitted to the chapter advisor for the first or second strike toward membership.
- II. A member cannot remove a strike once three strikes have accumulated.
- III. Submission of two additional community service hours must be accompanied by written declaration that said hours were completed and submitted in addition to the ten hours required for good standing for the removal of a first or second strike.
- IV. Strike removal service hours must be completed within a reasonable time frame after notice is provided

d. Written notice of a strike will be given to members following the earning of a strike. The NHS advisor may include parent or guardian notice in this strike notification.

Section 7. In 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 them in person or in the form of a written statement
- c. The results of the dismissal procedure as decided/voted by faculty will be presented in the form of writing to student and parents or guardians.
- d. Dismissed members must surrender any membership emblems to the adviser.
- e. The faculty council's decision may be appealed to the building principal and afterward according to provisions of the school district discipline policies.
- f. 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 disciplinary sanctions may be imposed at the discretion of the faculty and building principal.

Section 8. Members have the right to resign their NHS membership through a written statement addressed to the chapter advisor and building principal. Resignation letters must be signed by both the student and a parent and/or guardian.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

**Section 1: These bylaws will be approved upon receiving an affirmative vote of a majority affirmative vote of the faculty council, chapter advisor, 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.

*Approved on March 12th, 2024*