

# **National Honor Society – Bylaws C.W. Baker High School**

*Updated - April 19, 2023*

## **Article I: Name of Organization Section**

- Section 1. The name of the organization is the National Honor Society.
- Section 2. The chapter name is the Donald W. Coates Chapter of the National Honor Society.

## **Article II. Purpose**

- Section 1. The purpose of the organization is to honor selected students who have met the chapter's selection standards and to promote academic excellence and student leadership and participation in school activities, encourage community service, and develop character within the students of C.W. Baker High School.

## **Article III: Membership**

- Section 1. Membership in NHS is an honor bestowed upon a student. Selection is a privilege not a right. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

## **Article IV: Selection of Members**

- Section 1. Students will be considered eligible for application the summer after the completion of their Junior year for a Fall induction.
- Section 2. Students are invited to provide information through an application process to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed because a student has achieved a specified level of academic performance. It is not an honor roll.
- Section 3. The Faculty Council selects students who demonstrate outstanding performance in scholarship, leadership, character, and service. The selection of each new member shall be by the majority vote of the Faculty Council.
- Section 4. Students must have a cumulative, unweighted credit bearing course average of at least 93.00% upon the completion of their Junior year.
- Section 5: The Faculty Council has interpreted leadership in terms of strong, effective participation, and requires involvement in at least three (3) school activities throughout their Sophomore and Junior years. This includes sports, clubs, and extended school activities.

- Section 6. The student should have some record of participation in school and/or community projects that assist others. Volunteer experiences of all kinds are taken into consideration, but a minimum of fifteen (15) hours is required throughout their Sophomore and Junior year.
- Section 7. The student should demonstrate the highest standard of honesty and reliability. Qualities such as respect for others, responsibility, trustworthiness, caring and student cooperation with school rules and regulations are taken seriously.
- Section 8. Student information will include a letter of recommendation and a personal essay.
- Section 9. The Faculty Council can use school records to determine an applicant's eligibility.
- Section 10. All students who are selected and not selected will receive a letter of notification from the advisor.
- Section 11. The only opportunity to submit an application for membership will be the summer after the completion of a student's Junior year.
- Section 12. A description of the selection process shall be published in an official school publication (district website) which is widely available to all students and parents of the school.
- Section 13. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding the selection of members to local chapters. (Article IX, Section 5 of the NHS Constitution.)

#### **Article V: Discipline and Dismissal**

- Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Donald W. Coates 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 marking period average falls below high honor roll or any grade below 80%, the student will be given a written warning and a time period for improvement. If the average or grade remains below standard at the end of the warning period the student may 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, 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. Additionally, other flagrant violation of school rules or civil laws shall include, but not be exclusive of: insubordination,

fighting, destruction of school property, suspension from school, and cheating/plagiarism including giving or receiving assistance on any graded or required school assignment or examination.

Section 4. Offenders of the school/district code of conduct (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 code of conduct, the member may be dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor/Faculty Council. The member and advisor 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, parents, and principal. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal. Neither the National Council nor the NASSP has the authority to hear appeals in cases of dismissal.
- e. When a student is dismissed or resigns, the student 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 VI: Membership Responsibilities**

Section 1. NHS meetings are typically scheduled once each month. The dates will be published at the first meeting and announced monthly. Attendance is mandatory; exceptions include absence from school, or participation in a sports/team event that presents a conflict, or a doctor's appointment. Athletic practices, jobs, appointments, etc. do not constitute legal excuses – coaches and advisors have made arrangements to work with NHS members. A doctor's note will need to be provided to the advisors to be considered excused.

Section 2. Members should participate in some way, in all NHS led events.

Section 3. Members who miss meetings and/or fail to participate in designated NHS activities will be warned in writing by the advisor. Continued disregard for membership responsibilities could warrant dismissal by the Faculty Council.

#### **Article VII: 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 second meeting of each school year. 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.

Section 6. The secretary shall keep 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. Detailed descriptions of responsibilities will be provided by the chapter advisor.

#### **Article VIII: Changing Bylaws**

Section 1. The chapter shall regularly review the bylaws and change them to meet local needs. 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 III, IV, and V (membership, selection, and discipline), which are developed by the Faculty Council.

Section 2. Sections dealing with changes to the procedures for membership, selection, discipline, and dismissal of members can be changed only by the Faculty Council with the approval of the principal. Input from the chapter advisor is encouraged.

Section 3. By-laws and amendments must be consistent with the Constitution of the National Honor Society.