

LORDSTOWN HIGH SCHOOL
NATIONAL HONOR SOCIETY CONSTITUTION AND BYLAWS

ARTICLE I: NAME AND PURPOSE

Section 1 – The name of this chapter shall be the Lordstown High School 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 of Lordstown High School.

ARTICLE II: MEMBERSHIP

Section 1 – 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 2 – Membership in this chapter is an honor bestowed upon deserving students by the entire faculty of Lordstown High School, and shall be based on the criteria of scholarship, service, leadership, and character all weighted equally.

Section 3 – Eligibility

- a. Candidates eligible for election to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Lordstown High School. NHS members transferring in from another school bringing along a letter of recommendation from the transferring school adviser or administrator will automatically be accepted as a new member in the chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.2 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic 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 GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

Section 4 – Annual dues are set at \$10 per member and will be due within one week after the annual induction ceremony.

Section 5 – The chapter adviser shall regularly review each member for compliance with Honor Society Standards and obligations.

Section 6 – Senior members must be in good standing at the time of graduation in order to be recognized as an NHS member, receive honor cords when appropriate, receive stickers to be affixed to the diploma, etc. In “good standing” indicates that the senior member has maintained the standards by which he/she was selected, has no warning that has not been rectified, has not violated any school rules or the law, has paid the annual dues, etc.

Section 7 – It is the full responsibility of the member to remain informed and educated of any/all bylaws and any/all changes to the bylaws.

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 five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2 – Prior to selection, the following shall occur:

- a. Students’ academic records since and including the 9th grade shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (“candidates”) shall be notified no later than the first full week of the second grade period and asked to complete and submit the Candidate Selection Form for further consideration for selection.
- c. A complete and thorough explanation of the selection process is an Addendum to the bylaws.
- d. A description of the selection procedure shall be published in an official school publication that is widely available to all students and parents of the district (see district website or student handbook).

Section 3 – The selection and induction of new active members shall be held once a year before the end of the first semester of the school year.

Section 4 – Candidates become members when inducted at a special ceremony.

Section 5 – Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of

membership. The member and his/her parents will be asked to sign a Code of Ethics.

Section 6 – An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

Section 7 – 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 or her membership.

Section 8 – Every consideration needs to be carefully taken in the timing and method of notification and be sensitive to those who may have been candidates but were not selected for membership.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1 – Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Lordstown High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section 2 – If a member's cumulative GPA falls below 3.2, he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3 – If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4 – Violation of the law or school regulations (see Major Misconduct in Student Handbook) can result in dismissal of a member. These violations include, but are not limited to: cheating; plagiarism; fighting; hazing; disrespect to staff members; excessive absenteeism; truancy; suspensions; major dress code violations; stealing; destruction of property; DWI; or possession, purchasing, selling, or being under the influence of drugs or alcohol at school or school-related activities. The NHS Constitution in no way prevents a chapter from

dismissing a student after a single infraction when the member's behavior is a gross violation of NHS standards, school rules, or the law.

Section 5 – Offenders of the school conduct code and/or Lordstown High School National Honor Society Code of Ethics (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, student, or parent). If the member is involved in *another* violation (concurrent or at a future time) of the school conduct code and/or LHS NHS Code of Ethics, the member may be considered for dismissal.

Section 6 – In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser 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 or her at a hearing before the Faculty Council prior to the vote on dismissal. 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 & card to the adviser. Failure to surrender emblems and/or card will result in disciplinary action by the principal.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered 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 V: 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 first 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. The following duties should reflect the responsibilities developed for officers in the local chapter.

Section 4 – It shall be the duty of the president to preside at the meetings for this chapter. The chapter president appoints all committee chairpersons with prior approval of the chapter adviser. Committees shall include standing committees and special committees. Committees shall include but not be limited by the following.

- **Scholarship:** to provide mentoring and tutoring project supervision, honor roll postings, freshman motivation programs, etc.
- **Leadership:** to supervise officer training, creation of a member's handbook, bylaws review and revision, etc.
- **Service:** to fulfill the chapter's obligations to both school and community, organizing and implementing projects, and assisting in keeping track of service hours of members
- **Character:** to develop and monitor a **Code of Ethics** and provide inspirational quotations for each meeting
- **Citizenship:** to promote voter registration, political issues affecting students and education, and supporting community activities.

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 and clerical **duties**.

Section 7 – The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. The chapter treasurer will assist with all paper work for processing pay-ins and purchase orders under the direction of the adviser.

Section 8 – In the case of disciplinary actions, removal or dismissal of an officer, the adviser or Faculty Council will determine the method of replacement (or

temporary replacement) which may include an appointment to the vacant position.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1—The executive committee shall consist of the faculty adviser 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. The principal shall reserve the right to approve all activities and decisions of the chapter.

ARTICLE VII: MEETINGS

Section 1—Meetings of this chapter shall be at least bi-monthly. Each member is required to be in attendance to maintain membership. A member will be permitted to miss no more than two (2) meetings in an academic year excluding sick days. It is the responsibility of the member to report on time and remain in attendance for each meeting. Members absent for more than two meetings will be referred to the Faculty Council for disciplinary considerations.

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

ARTICLE VIII: ACTIVITIES

Section 1—The chapter shall determine one or more **chapter** service projects for each year. The principal shall reserve the right to approve **all** activities and decisions of the chapter. The chapter shall open up their projects to all participants from the student body, using chapter members as organizers and supervisors of the project. In this way, the desire to render service is built into the lives of all students in the school.

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 that 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 its projects in a positive manner.

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.

Section 3—Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

ARTICLE X: DUES

Section 1—Annual dues for this chapter shall be \$10 and are due within one week of the annual induction ceremony.

Section 2—Dues will be payable to the chapter treasurer.

ARTICLE XI: POWERS

Section 1—The chapter adviser is given the authority to supervise the administration of chapter activities (with the support of the Faculty Council), 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 bylaws may be amended by a two-thirds 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 and IV (Selection of Members and Discipline and Dismissal), 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. Additional articles can be added as needed. It is often convenient to have the last article dealing with amendments.

Date: January 22, 2008

Signatures: Chapter president: _____

Secretary: _____

Adviser: _____

Principal: _____

(Addendums to be included)

1. Tenure of National Honor Society Advisors
2. Database of National Honor Society members since 1976.
3. Code of Ethics
4. Selection Criteria
5. Induction Ceremony Script