

## Douglas County West High School National Honor Society Bylaws

Established March 2016

Updated April 2018

### **Article I: Name and Purpose**

#### Section 1:

The name of this chapter shall be the Douglas County West 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 all students at Douglas County West 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 faculty, and shall be based on the criteria of scholarship, service, leadership, and character.

#### Section 3: Eligibility

- a. Candidates eligible for election to this chapter must be members of the sophomore, 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 term at Douglas County West High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative, un-weighted GPA of 3.0. This scholastic 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 be considered based on their service, leadership, and character.
- e. Transferring memberships from other established chapters of the National Honor Society will be accepted with a letter of status from the chapter adviser(s) and/or the principal from the school in which the candidate is transferring from.

### **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 at least 4 faculty members approved by the principal. The chapter adviser(s) shall be the remaining members of the Faculty Council.

#### Section 2:

Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and/or submit the following: a completed student application (including lists of relevant examples of service and leadership, and a personal essay) with three references.
- c. The Faculty Council shall review the student application and the recommendations; in order to determine membership.

#### Section 3:

The selection of new active members shall be held once a year, in the spring, following the first term of the school year. New candidates will be accepted and selected from the current sophomore, junior, and senior classes.

Section 4:

Candidates become official members when inducted at a special ceremony which is held annually in the spring.

Section 5:

Once selected and inducted, all members are expected to maintain the standards by which they were selected and obtain all obligations of membership as follows:

- a. Attend all scheduled meetings related to the chapter as well as specific committee meetings. Each member is allowed two discretionary absences.
- b. Pay dues prior to or at the first general meeting of the current school year.
- c. Join and participate in at least one committee of the DCWHS National Honor Society.
- d. Participate in activities that are sponsored by the DCWHS chapter
- e. Complete 30 hours of community service per year outside of school hours, which may include chapter sponsored activities. Service hours can be accumulated after the initial induction ceremony, in which membership is official.
- f. All current members and candidates who are being inducted are required to attend the Induction Ceremony. New candidates are not official members until inducted into the chapter.

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 which is verified and signed by the principal and/or chapter adviser(s).

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 the transferring member one term to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

Note: The guidelines for selection above conform to the national constitution of the National Honor Society.

**Article IV: Discipline and Dismissal**

Section 1:

Any member who falls below any of the standards of scholarship, leadership, character, or service may be considered for dismissal from the Douglas County West 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 (un-weighted) GPA falls below the standard 3.0 which was in effect when he or she was selected, he or she will be given a written warning and a time period of one term for improvement. If the cumulative GPA remains below the 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 (stated in Article III, Section 5), he or she will be given a written warning and a time period of one marking period for improvement. If the obligations remain 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.

Section 4:

Violation of the law or school regulations results in automatic dismissal of a member. These violations are outlined in the Douglas County West Public Schools Student Handbook and Code of Conduct. Out of school suspensions are considered a school violation and will result in an automatic dismissal. In school detentions and detentions will be reviewed case by case.

Section 5:

Offenders of these violations will receive written warning notification. A conference may be requested by parties involved, adviser(s), student, Faculty Council, and/or the principal). If the member is involved with another violation, the member may be considered for dismissal.

Section 6:

In all cases of pending dismissal:

- a. The member will receive written notification indication of the reason for automatic or possible dismissal and a conference with the adviser(s) or Faculty Council. Situations that involve flagrant violations can warrant disciplinary action without a written warning although a hearing may be held (see below).
- b. The member may be given the opportunity to respond to the alleged charge against him or her at hearing before the Faculty Council prior to the vote on dismissal. The vote will then be taken on whether or not to dismiss. A majority vote 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(s).
- 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 and executive council will be a combined grouping of students to promote continuity within the society. Officer positions will include: Presidents, Vice Presidents, and Secretaries.

**Article VI: Executive Council**

Section 1:

The officer/executive committee shall consist of the faculty adviser(s), the chapter officers and coordinators.

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. Additional committee and/or event preparation meetings will also be held monthly. Executive council members will be required to attend all preparation meetings monthly for planning purposes.

Section 2:

All chapter members are expected to attend all regularly scheduled chapter meetings and committee meetings that he or she is involved in. Members are allowed two absences from meetings during the school year. Additional absences may result in warning letters given which begin possible dismissal procedures.

**Article VIII: Activities**

Section 1:

The Chapter shall determine at least two service projects for each year.

Section 2:

All members are required to 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 individual service projects that reflect his or her particular talents and interests and as approved by the chapter adviser(s). The Douglas County West High School chapter service hour requirements:

- a. Each member is required to complete 30 quality service hours per year.
- b. Members will be required to participate in at least one NHS sponsored school activity (e.g. the Burger Bash or required concession stand/fund raising work), as well as signing up for weekly tutoring.
- c. All service hours are due within one week of completion, with the exception of summer hours which are due by the end of the first month of school, and must be submitted directly to the chapter adviser.
- d. A separate sheet is to be filled out for each service activity and signatures are required for all service activities.
- e. All service hours are to be completed by the yearly determined date in May of each school year.

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. If the member purchased such emblems, the chapter is obligated to reimburse the student for said expense.

Section 3:

Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor collar adopted by the chapter at graduation.

**Article XI: Dues**

Section 1:

Annual dues for this chapter shall be \$20.00, and will be used to pay for graduation expenses. If a student cannot meet this need, they should talk to the chapter adviser.

Section 2:

Dues will be payable to the chapter adviser(s) by the first general meeting of each school year.

**Article XI: Powers**

Section 1:

The chapter adviser 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 designated 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 the members at least one month prior to the vote following approval by the adviser and Principal. The expectations are Articles III and IV (selection and discipline), which are developed by the Faculty Council with approval of the principal.

Section 2:

Bylaws and amendments must be consistent with the constitution of the National Honor Society.