

Douglas County West High School National Honor Society Bylaws

Established March 2016

Updated June 2021

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

- Candidates eligible for election to this chapter must be members of the Douglas County West sophomore, junior, or senior classes.
- To be eligible for selection to membership of this chapter, the candidate must have been in attendance for a period of one semester at Douglas County West High School.
- 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.
- Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall be considered based on their service, leadership, character, and quality completion of the application.
- Transferring memberships from other established high school chapters of the National Honor Society will be accepted with a letter of status from the chapter Sponsor(s) and/or Principal of the previous school.

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 four faculty members approved by the Principal. The chapter Sponsor(s) shall be the remaining member(s) of the Faculty Council.

Section 2:

Prior to selection, the following shall occur:

- Student's academic records shall be reviewed to determine scholastic eligibility.
- Students who are eligible scholastically ("candidates") shall be notified and offered the opportunity to complete and/or submit the following:
 - A completed student application including lists of current and varied (distributed throughout their high school career) examples of service and leadership. A MINIMUM of 5 listed entries of service totaling 30 hours and 4 listed entries of leadership are required for consideration of membership.
 - Examples of current leadership should go beyond merely participating in voluntary events. A leader is someone who steps up to take positive roles in their activities, as well as someone who is recognized by their peers or supervisors for outstanding leadership qualities. For example, if a student is a participant in Student Council, they can demonstrate leadership by taking on leadership roles within the activities in which they are participating (volunteering to organize a food drive or organizing Valentine's Day sales).
 - A quality (free of spelling & grammatical errors) 500-1000 word typed personal essay.
 - A range of 3-5 reference letters supporting the student's candidacy.
- The Faculty Council shall review the student application, essay, and recommendations in order to determine membership. Membership into the Douglas County West National Honor Society is a distinguished honor. Meeting the minimum requirements listed above does not guarantee selection to NHS membership. The purpose of listing minimum guidelines is to give National Honor Society candidates a "bar" to reach and exceed.

Section 3:

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

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:

- Attend all scheduled meetings related to the chapter as well as specific committee meetings. Attendance is expected unless the absence is approved ahead of time by the Sponsor(s).
- Pay dues prior to or at the first general meeting of the current school year.
- Join and participate in at least one committee of the DCWHS National Honor Society.
- Participate in activities that are sponsored by the DCWHS Chapter.
- 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.
- 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 the chapter Sponsor(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 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.

***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 semester 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 and/or Sponsor(s), which may include 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 semester 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 and/or Sponsor(s), which may include dismissal from the chapter.

Section 4:

Serious violation/s of the law or school regulations may result in the automatic dismissal of a member. These violations are outlined in the Douglas County West High School Handbook and Code of Conduct. Out-of School suspensions are considered a serious school violation and will result in automatic dismissal from National Honor Society. In-School suspensions and other school disciplinary action will be reviewed case-by-case by the Faculty Council and/or Sponsor(s) and may result in disciplinary action or dismissal from National Honor Society. The Douglas County West Chapter of the National Honor Society also falls under the policies of the 24-Hour Code of Conduct listed in the Douglas County West High School Handbook.

Section 5:

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

Section 6:

In all cases of pending dismissal:

- The member will receive written notification of the reason for automatic or possible dismissal and a conference with the sponsor(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)
- The member may be given the opportunity to respond to the alleged charge against him or her at a 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.
- 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).
- The Faculty Council's decision may be appealed to the building Principal and afterwards, through the school district discipline policy.
- 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 or Sponsor(s) 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 Sponsor(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 may 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 faculty; be appreciated 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 Sponsor(s). The Douglas County West High School Chapter service hour requirements are:

- Each member is required to complete 30 quality service hours per year.
- 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.
- 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 Sponsor(s).
- A separate sheet is to be filled out for each service activity and signatures are required for all service activities.
- 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 X: Dues

Section 1:

Annual dues for the Douglas County West High School Chapter of National Honor Society are \$20, and will be used to pay for graduation expenses. If a student cannot meet this requirement, he or she may talk to the chapter Sponsor(s) for a fee waiver.

Section 2:

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

Article XI: Powers

Section 1:

The chapter sponsor is given the authority to supervise the administration of chapter activities, as delegated by the High School Principal.

Section 2:

The High School Principal shall reserve the right to approve or deny all activities and decisions of the chapter.

Section 3:

These bylaws are designated to amplify provisions of the NHS National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the NHS 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 sponsor(s) and High School Principal. Articles III & IV (Selection of Members & Discipline and Dismissal) of the bylaws are to be developed by the Faculty Council and/or Sponsor(s) and are to be approved by the Principal.

Section 2:

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