

Chapter Bylaws of the L.A. Walker Chapter of the National Honor Society of Swanton High School

ARTICLE I: NAME

Section 1. The name of this chapter shall be the L.A. Walker Chapter of the National Honor Society of Swanton High School.

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 Swanton High School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Consultation. See www.nhs.us/constitutions.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter reside with the school principal (See Article V, Section 1 of the NHS National Constitution).

Section 4. Our chapter of NHS maintains policies and practices that are designated to prevent discrimination against race, color, religion, ancestry, national origin, gender, 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 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. Honorary members are selected at the discretion of the faculty council. Alumni and honorary members have no voice or vote in chapter affairs.

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Section 3. Eligibility

- a.) Candidates eligible for selection to this chapter must be members of the Junior or Senior class.
- b.) To be eligible for selection to this chapter, the candidate must have been enrolled for a period equivalent to one semester at Swanton High School.
- c.) Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of 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, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year.

Section 3. Prior to 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 NHS Candidate Packet for further consideration.
- c.) The faculty/staff/coaches shall be requested to evaluate candidates determined to be scholastically eligible using the official input provided by the chapter advisor.
- d.) The Faculty Council shall review the NHS Candidate Packet, faculty/staff/coaches input, and other relevant information to determine those who fully meet the selection criteria for membership.
- e.) The results of the Faculty Council deliberations are reviewed with the Principal prior to notifying the members of their selection (non-selection).

Section 4. Candidates become members when inducted at a special ceremony. Membership in NHS will be noted in the Graduation program.

Section 5. 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 and signed by the Principal.

Section 6. 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 their membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. No dues will be required for membership into this chapter.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing honor cords at graduation. Senior officers of the Executive Committee who are in good standing shall be granted the privilege of wearing National Honor Society stoles, or other adopted insignia, at graduation in addition to the honor cords.

ARTICLE VII: OFFICERS

Section 1. The officers of this chapter shall be president, vice president, secretary, and treasurer.

Section 2. The Faculty Council will approve student officer candidates. Upon approval, student officers shall be elected at the April meeting. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office. All active members of the chapter are eligible to vote.

Section 3. Voting shall be by secret ballot. 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 meetings of the chapter, and serve as the official representative of the chapter at school and community functions, such as the annual induction ceremony. It is also their responsibility to take leadership in planning the activities of the chapter and complete NHS Officer Responsibilities dictated by the Faculty Council.

Section 5. The vice president shall preside in the absence of the president, and also keep record of members' contributions to leadership and service. They will also help with the induction ceremony, assist the president as needed, and complete NHS Officer Responsibilities dictated by the Faculty Council.

Section 6. The secretary shall keep the minutes and attendance records for meetings and all mandated NHS functions, and be responsible for all official correspondence. They will also help with the induction ceremony, help the president as needed, and complete NHS Officer Responsibilities dictated by the Faculty Council.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. This includes reconciliation of the chapter's account. They will also handle currency for fundraisers or other activities, and make deposits to the organization's account through "dual control" with the chapter advisor. They will also help with the induction ceremony, assist with all financial paperwork, help the president as needed, and complete NHS Officer Responsibilities dictated by the Faculty Council.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the 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. Any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly as determined at the start of each school year, unless it is necessary to change the date for school closing or a holiday. Special meetings can be called by the president with approval of the adviser.

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

Section 3. Members are expected to attend all chapter meetings. For an excused absence, the member must complete the absence form, including the mandatory verification signature. Without the signature, the absence is not considered excused unless the Faculty Council approves the absence. Forms must be returned to chapter advisor within 5 days of the absence. Failure to participate in mandatory NHS meetings may result in a Notice of Warning and/or consideration of dismissal from the chapter.

ARTICLE VIII: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. The individual project will be the service requirement. Required hours of participation in these projects may be imposed.

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Section 2. All members shall regularly participate in these projects. All NHS members must participate in all mandatory NHS sponsored activities, such as service events and specific school events. For an excused absence, the member must complete the absence form, including the mandatory verification signature. Without the signature, the absence is not considered excused. Forms must be returned to chapter advisor within 5 days of the absence. Failure to participate in mandatory NHS events may result in a Notice of Warning and/or consideration of dismissal from the chapter.

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 is responsible for choosing and participating in an individual service project that reflects their particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects which all members contribute. You cannot log more than 10 hours of any one service, with the exception of the primary project, without pre-approval of the Faculty Council. Summer hours are not required, but community service may be completed during this time. There is no limit to the number of hours done during the summer. However, members are required to complete a minimum of one hour of service per month during the school year, regardless of the amount done in the summer, to remain an active member in good standing with the chapter.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Section 6. Service hours with religious affiliations must adhere to the following stipulations: Community service activities can not be accrued during traditional religious assemblies.

Section 7. Failure to fulfill the NHS imposed mandatory hours for projects in a timely manner will result in a Notice of Warning and/or consideration of dismissal from the chapter.

Section 8. Approval may be obtained by the chapter adviser to ensure that community service hours are aligned with the National Honor Society standards.

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 dismissed from the L.A. Walker Chapter of the National Honor Society of Swanton High School. Members of the National Honor Society are expected to maintain their academic standing and take an active role in service and leadership in their school and community. Members are also expected to abide by the Six Pillars of Character, which are the core ethical values of CHARACTER COUNTS.

Section 2. If a member's cumulative GPA falls below the 3.5 standard that was in effect when they were selected, they will be given a written warning and one semester to obtain a 3.5 to show improvement. If the cumulative GPA remains below the 3.5 standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that can include consideration of dismissal from the chapter. If a senior in the first semester of their senior year falls below the 3.5 standard, they will have the third quarter to show improvement. If improvement is not shown, they will be subject to further disciplinary action by the Faculty Council that may include consideration of dismissal from the chapter.

Section 3. Violations of the law or school rules and regulations found in the student handbook can result in immediate consideration of the dismissal of the 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, or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardies, or lesser school rules found in the student handbook 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 conduct code, the member may be subject to consideration of dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Members who fail to fulfill the service hour requirement may also be subject to consideration of dismissal. They will not wear the gold cords, officer stole, or other approved insignia at graduation.

Section 6. In all cases of pending dismissal:

- a) The member shall receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal. The member and the 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 be held.
- b) The member will be given an opportunity to respond to the charge(s) against them at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the NHS National Constitution). The member has the opportunity to present their defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor.

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- d) The faculty council's decision may be appealed to the building principal and afterwards according to the provisions of the school district discipline policies.
- e) 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 Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, AND REVIEW

Section 1. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approved 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.

ARTICLE XII: AMENDMENTS

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 Article V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Section 1. These by-laws may be amended by a vote of the Faculty Council. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Jason Longbrake, Principle, Swanton High School

Shannon Cargill, Faculty Council, Swanton High School

Bethany Lopez, Faculty Council, Swanton High School

Allison Mack, Faculty Council, Swanton High School

Sara Moden, Faculty Council, Swanton High School

Denton Saunders, Faculty Council, Swanton High School

Christine Curtis, Adviser, Swanton High School

Hayden Callicotte, 2022-2023 President, L.A. Walker Chapter of NHS, Swanton High School

Saylor McNally, 2022-2023 Vice-President, President, L.A. Walker Chapter of NHS, Swanton High School

Megan Haselman, 2022-2023 Secretary, L.A. Walker Chapter of NHS, Swanton High School

Kaden Curtis, 2022-2023 Treasurer, L.A. Walker Chapter of NHS, Swanton High School

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