



# Chapter Bylaws

## West Lafayette High School Chapter of the National Honor Society®

### Article I - Name

The name of this chapter shall be the West Lafayette High School Chapter of the National Honor Society of Secondary Schools®.

### Article II - Purpose

The general 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 pupils of West Lafayette High School.

### Article III- Roles and Duties

Members – Members are expected to attend all meetings and functions, participate in the tutoring program, and maintain the standard of excellence by which they were selected.

Officers – The president is to preside at the meetings of the chapter and organize the tutoring program. The vice-president is to fill the chair of the president in case of absence. The vice-president is also charged with the organization of the Wall-of-Honor. The secretary-treasurer is to keep the minutes of meetings, take attendance, receive and disburse all funds, and organize fund-raising.

Principal - The Principal will select the Faculty Council annually. This five-member council will be comprised of representatives from each of the four main academic areas: Language Arts, Math, Social Studies, and Science. The fifth position on the council will be a rotating position filled by a representative from: Health/Physical Education, Business Education, World Language, Music/Art, Consumer Education, and Industrial Technology. The principal will strive to appoint council members who teach a range of student groups, who are full-time teachers and who have been in the system at least three years. Membership of the Faculty Council is confidential.

Faculty Council - It is the charge of the Faculty Council to speak for the faculty as a unified body in regard to each candidate's evidence of **outstanding** scholarship, leadership, service and character. The NHS Adviser works with the Faculty Council in regard to selecting, disciplining and dismissing members. The Faculty Council and NHS Adviser cooperate in developing and periodically reviewing the local chapter's bylaws.

Adviser – The Adviser is a member of the faculty of the school. The duties of the Adviser include: promote and chaperone all chapter activities, provide information on local and national policies, attend meetings, act as a non-voting member of the Faculty Council. The Adviser also organizes and oversees the selection process.

Executive Committee - The executive committee shall consist of the officers of this chapter and the Adviser. The executive committee shall have general charge of the meetings and business of the chapter. Any action on the part of the executive committee is subject to the review by the chapter, Faculty Council and the school Principal.

#### Article IV -Membership

Membership of this chapter shall be based on scholarship, service, leadership, and character.

Membership of this chapter shall be known as active and graduate. The graduate members have no vote.

Candidates shall have attended this school the equivalent of one semester and shall be qualified members of the junior or senior class. Candidates shall have a minimum GPA of 3.5 by the end of their fifth semester. The list of qualified candidates shall be obtained from the counselors' office and verified by the Faculty Council.

A candidate for membership must first be selected by the Faculty Council and then inducted in a special ceremony. Active members have a voice and vote in chapter affairs.

Transfer members are automatically accepted into the West Lafayette Chapter as long as the chapter's standards are met. It is the obligation of the student member to notify the adviser of his/her membership and to provide verification of membership at the former school.

Members are to maintain the standards by which they were selected. Members are expected to attend meetings and to perform chapter service projects during the year.

#### ARTICLE V- Member Selection Procedure

1. Membership in National Honor Society is an honor bestowed on outstanding students by the faculty of West Lafayette High School. Those selected for membership must excel in the areas of scholarship, leadership, service and character. The Faculty Council will consider members of the Junior and Senior classes who have earned a cumulative grade point average of 3.5 or better.
2. After the end of the first semester a list of all juniors and seniors maintaining at least a 3.5 grade point average will be compiled by the counselors' office and verified by the Faculty Council. These students will be notified that they are eligible for consideration for membership in National Honor Society.
3. In order to receive further consideration, a student must:
  - a. attend an information meeting,
  - b. read the bylaws for the West Lafayette High School Chapter of the National Honor Society and sign the section of the Student Information Form that acknowledges understanding of the bylaws,
  - c. have his/her parent/guardian read the bylaws for the West Lafayette High School Chapter of the National Honor Society and sign the section of the Student Information Form that acknowledges understanding of the bylaws,
  - d. complete and return the Student Information Form to the NHS Adviser.
4. Students should follow the timeline set forth by the Faculty Council when submitting materials. Late materials will be added to a student's file. Any late materials will be noted and may impact the selection of a student.
5. The list of candidates will be distributed to the High School Faculty by the NHS Adviser. Members of the High School Faculty will professionally evaluate the student(s) that they are familiar with in order to provide the Faculty Council with valid information on the scholarship, leadership, service and character of each candidate in regard to his or her performance at school. The Faculty will use an evaluation form that follows the format of the Sample Faculty Evaluation Form available in the

National Honor Society Handbook 2011; 17<sup>th</sup> Edition. All nomination information from faculty members is confidential and does not become part of the student's file.

6. All information pertaining to NHS candidates should be addressed to the NHS Faculty Council and should be submitted to the chairperson of this group, the NHS Adviser.
7. The Faculty Council will review all candidate materials and vote on each candidate's admittance, based on evidence of **outstanding** scholarship, leadership, service and character. A record will be made of the vote, and any area(s) causing non-selection will be noted. Considerations include:

**a. Leadership**

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises positive influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.

**b. Service**

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in competition.
- Does committee and staff work without complaint.
- Participates in some activity outside of school; for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged.
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers, and students.

**c. Character**

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school code of conduct.
- Demonstrates the highest standards of honesty and reliability.
- Regularly shows courtesy, concern, and respect for others.
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.

- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
8. Candidates receiving a majority vote of the Faculty Council shall be notified by mail and inducted into the chapter.
  9. Candidates who do not receive a majority vote shall be notified by mail.

#### Article VI – Appeal Process

Before an appeal begins, any non-selected student or his/her parent/guardian should contact the Faculty Adviser for clarification of non-selection. The Faculty Adviser will be able to provide summary notes from the selection meeting of the Faculty Council including the final vote and any areas that caused non-selection. If, after this meeting, the student or parent/guardian feels that the Faculty Council has made a procedural error an appeal may be made. If, after this meeting, the student or parent/guardian is dissatisfied with the clarification provided by the Faculty Adviser but can cite no procedural error, the school’s formal Complaint Procedure should be followed.

In the event that a student is not selected to the National Honor Society, an appeal may be filed on behalf of that student if it is believed that procedural error was the reason for non-selection. Procedural errors include, but are not limited to, miscalculations, lack of information, and digression from the selection procedure. Such appeals must be submitted within 7 calendar days of the mailing of the letters notifying selection and non-selection. If no appeal has been made within the 7 calendar days, all records pertaining to this round of selection will be destroyed.

The school web site shall have a form available to be completed as part of the process. The form requires that the name of the student concerned as well as the reason(s) that it is believed that the Faculty Council has acted erroneously. These reasons should be specific and indicate what errors in procedure, lack of information, miscalculations, etc. may have occurred.

The Faculty Council will convene to consider all appeals within 7 calendar days of the final date of appeal. The Council will advise the Principal of any merit it sees in the appeal and any actions that the Council feels should be taken. The Principal shall issue a decision within 7 days after the Council’s advice is received. A letter will be sent notifying the student of the Principal’s decision.

#### Article VII - Frequency of Meetings

This chapter will meet at least two times per semester. The first meeting will be in early fall to organize the tutoring program. The second meeting will be later in the fall semester to follow-up on tutoring. The first meeting in the spring semester will be to reassign tutors based on new schedules. The second meeting in the spring semester will be an organizational meeting for the newly selected members. Officers for the next year will be elected at this meeting.

Additional meetings may be scheduled when the executive committee deems it necessary.

#### Article VII - Dismissal

Being named a member of the National Honor Society by the faculty is a position of trust and honor. Listed below are some of the possible violations of that trust and honor.

- **Leadership:** Failure to meet obligations as reported by an adviser, club censure.
- **Service:** Failure to meet NHS tutoring obligations, failure to meet other service obligations within NHS.

- **Character:** In-school or out-of-school suspension, academic dishonesty
- **Scholarship:** Failure to maintain a grade index of 3.5 for a semester.

After written warning, if a deficiency in these categories has not been corrected within the length of time determined by the Faculty Council in each individual case, the NHS member may be considered for dismissal.

In the case of violations of school rules or civil laws, a hearing will be held without a written warning. The member will be notified of the action being contemplated, the reasons for the action, and the date and time of the hearing. The member will also be notified of his or her opportunity to respond in writing.

#### Article VIII - Election of Officers

The officers of this chapter shall be a president, vice-president, and secretary-treasurer. These officers shall serve for one year.

A plurality of votes cast shall be necessary to elect officers of this chapter. In the event of no majority, the candidate(s) with the lowest number of votes shall be dropped from consideration. A revote shall be taken between the remaining candidates.

Elections shall be held in the spring after new members have been inducted into the chapter. These officers will serve during the next school year.

#### Article IX

This chapter shall conduct its meetings according to Robert's rules of order.

#### Article X

These bylaws may be amended by a two-thirds vote of the chapter, provided that the Faculty Council has approved the proposed amendment and notice has been given to the membership at least one month previous to the vote.