



# NATIONAL HONOR SOCIETY OF LAKESIDE HIGH SCHOOL BYLAWS



## ARTICLE I: NAME AND PURPOSE

**Section 1:** The name of this chapter shall be the National Honor Society of Lakeside High School.

**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 Lakeside 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 junior or senior class.
- b) To be eligible for selection to membership in this chapter, the candidate must have been in attendance for at least one semester at Lakeside High School.
- c) Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.5. 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.

### **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 (Department Chairs) that are approved 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 shall be reviewed to determine scholastic eligibility.
- b) Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c) The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d) The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

**Section 3:** The selection of new active members shall be held once a year early in September.

**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.

**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/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/her 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 Lakeside 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 the standard in effect when he/she was selected (3.5), 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.

**Section 4:** Violation of the law or school regulation can result in dismissal of a 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.

**Section 5:** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, cell phone violations, dress code violations, etc.) will receive written warning notification. A conference to discuss the offense may be requested by either party (Faculty Adviser, student, or parent). If the

member is involved in another violation of the school conduct code, 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. 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.
- d) The Faculty Council's decision may be appealed to the building principal and after wards through the school district discipline policy.
- e) When a student is dismissed or resigns, he/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 AND COMMITTEE CHAIRS**

**Section 1:** The officers of the chapter shall be president, vice president, secretary, treasurer and Director of Committees.

**Section 2:** The election of officers will consist of the following:

- a) Student officers shall be elected at the last meeting of each school year.
- b) All returning active members are eligible to run for a position as an officer.
- c) All active members of the chapter are eligible to vote.

- d) 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 3:** The officer duties are as follows:

- a) It shall be the duty of the president to preside at the meetings for this chapter.
- b) The vice president shall preside in the absence of the president, write announcements and send reminders of meetings and activities to members.
- c) The secretary shall keep the minutes of meetings, keep a record of members' contributions to leadership and service, and be responsible for all official chapter correspondence.
- d) The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.
- e) The director of committees shall oversee committee chairs through the creation, implementation and evaluation of chapter community service projects and activities.
- f) All officers must complete and submit the appropriate paperwork to the treasurer and chapter adviser for reimbursement of personal funds prior to spending any chapter monies.

**Section 4:** Vacancies among the elected officers shall be filled by a vote of the remaining members of the Executive Board and the approval of the adviser. The chapter will be notified of the change in a timely fashion.

**Section 5:** The Executive Board will appoint co-committee chairs of NHS events. Each senior must serve as a co-chair of a committee during their senior year. The following committee chairs shall be appointed:

- Recycling (8 co-chairs—two per quarter)
- Fall Food Drive
- Induction Ceremony
- Homecoming Spirit Hall Decorations
- End of Year Exam Treats
- Prom Dress Drive

Additional committee chairs will be appointed as deemed necessary by the Executive Board and approved by the adviser.

**Section 6:** Committee Chair Duties may include the following:

- a) The committee chair appoints all committee members with the approval of the director of committees and adviser
- b) The committee chair shall work with the director of committees and committee members to create, implement, and evaluate chapter community service and school projects and activities.
- c) All committee chairs must complete and submit the appropriate paperwork (Monthly Report Forms – MRF) to the treasure and chapter adviser for reimbursement of funds prior to spending any chapter monies.
- d) The committee chair must meet with the director of committees and executive board as needed to ensure a successful event.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1:** The executive committee shall consist of the faculty adviser and the chapter officers.

**Section 2:** The executive committee meetings will be held two school days prior to the membership meeting. All executive committee members and the adviser must attend.

**Section 3:** 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:** Chapter Meetings:

- a) Will be held biweekly.
- b) Will be conducted using *Robert's Rules of Order, Newly Revised*.
- c) Will be attended by all members on a regular basis.
- d) No cell phones are allowed at meetings.

- e) First violation—verbal warning
- f) Second violation—Dismissal from meeting and loss of a point

**Section 2: Mandatory Functions:**

- a) Include chapter meetings, committee meetings, Induction Ceremony, fundraisers and community service projects. Mandatory functions also include events set by the executive committee.
- b) Are events that require the participation/attendance of all members unless a valid excuse can be provided.
- c) Includes eight (8) hours of community service completed each semester. This service must be documented on the “NHS Community Service” forms. These forms must be turned into the Executive Committee by the last day of the semester. Failure to complete these hours will result in the student being placed on probation for the next semester.
- d) One volunteer hour each semester must be spent as a member of the PAL Committee (Peer Assisted Leadership) mentoring a 9<sup>th</sup> or 10<sup>th</sup> grader.

**Section 3: Committee Meetings:**

- a) Are called at the discretion of the committee chair.
- b) Can be announced at the chapter meetings with approval of the executive board.
- c) Attendance is mandatory for all committee members.

**Section 4: Absences:**

- a) Due to illness resulting in the student not attending school are allowed and you do not have to put an excuse in the box for this type of absence.
- b) For anything other than illness require that an excuse note be placed in Mr. Haxhiu’s mail box. The secretary with the assistance of the chapter adviser will determine the excused and unexcused from all mandatory functions and chapter meetings.
- c) That are excused include: illness, death in the family, scheduled college class, college interview for a graduating senior, religious observance, participation on high school sports teams, or unforeseen circumstances as approved by the secretary and adviser. Excuses are only valid for the length and time of conflict.

- d) Whether excused or unexcused, require a member that is absent from the meeting to read and sign the minutes within 72 hours of the chapter meeting and be responsible for the information contained therein. If the member was excused, failure to sign the minutes will result in an unexcused absence. The minutes will be prepared within 24 hours of the chapter meeting.

## **ARTICLE VIII: ACTIVITIES**

**Section 1:** The chapter shall determine one or more service projects for each year.

**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:** The chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: EMBLEM**

**Section 1:** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cord/stole adopted by the local level at graduation. This cord/stole will be paid for by the local National Honor Society chapter.

## **ARTICLE X: DUES AND FEES**

**Section 1:** Annual dues for this chapter shall be \$10. Dues of active members will be payable to the chapter treasurer within thirty days of the first day of the school year. Dues for newly inducted members will be payable to the chapter treasurer within thirty days of induction.

**Section 2:** A t-shirt fee for this chapter will be approximately \$10. T-shirt fees of active members will be payable to the chapter treasurer within thirty days of the first day of the school year.

## **ARTICLE XI: POINT SYSTEM**

The following point system will be used:

- a) Each member should earn a minimum of seven (7) points per quarter with a total of 28 points for the year:
- b) One point shall be earned for attending each meeting
- c) One point shall be earned for participating in any additional NHS approved activity, with each member required to take part in at least two activities. Activities may include, but are not limited to:
  - d) Donating food, donating materials or supplies for activities, working on a committee event, etc...
- e) An unexcused absence will result in the loss of one point for each occurrence.
- f) Points will roll-over to the next quarter with the point year ending with the academic year.
- g) A senior member who does not attain 28 points by the end of the fourth quarter will lose the privilege of wearing an honor stole at graduation.
- h) A junior member who does not attain 28 points by the end of the fourth quart may be assigned extra tasks by the president and adviser and be placed on probation.

## **ARTICLE XII: POWERS**

**Section 1:** The chapter adviser is given the authority to supervise the administration of the 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 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 XIII: 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 meeting prior to the vote. The exceptions are Articles III and IV, 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.

**Date: 9/19/2017**