

National Honor Society  
Bylaws  
Land O' Lakes High School Chapter  
Ratified 2004

Article I- Name

- The Land O' Lakes High School Chapter of the National Honor Society

Article II- Purpose

The general purpose of the organization shall be to

- create enthusiasm for scholarship
  - to stimulated desire to render service
  - to promote leadership
  - to develop character
- in secondary schools.

Article III- The Principal

The Principal shall

- Reserve the right to approve all activities and decisions of the chapter.
- Annually appoint a member of the faculty as chapter advisor, who may serve consecutive terms.
- Annually appoint a faculty council composed of 5 members of the school's faculty, who may serve consecutive terms.
- Receive appeals in cases of non-selection of candidates, and discipline of dismissal of members.

Article IV- Membership

- Membership in the National Honor Society is both an honor and a responsibility.
- Candidates become members when inducted in a special ceremony.
- Members who resign or are dismissed are never again eligible for membership or its benefits.
- Members shall attend all meetings and need to let advisor know if there is a conflict which makes it impossible to attend.
- Members must set an example for the school and must maintain a 3.5 GPA or whatever is required for membership at the time of induction.

Article V- The Faculty Council

- The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, to consider non-selection, dismissal, other disciplinary actions and warning cases.

- The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.
- The selection of each member to the chapter shall be by a majority vote of the faculty council.

#### Article VI- Meetings

- Meetings shall be held once a month.
- Special meetings may be called by the chapter advisor or president.
- Officers shall hold their own meeting once a month.

#### Article VII- Service Projects

- The organization will have at least one service project per semester in which all members will participate.
- These service projects shall fulfill a need within the school or community, have support of administration and faculty, be appropriate and educationally defensible and be well planned, organized and executed.
- Each member must perform 15 hours of service to the school or community per semester.

#### Article VII- Chapter Officers

- Offices to be filled by members shall be president, vice-president, secretary, treasurer, historian and parliamentarian.
- The president shall conduct meetings, organize activities of the chapter and set an example. This position has to be filled by a senior who has spent no less than one year as a member. The president will serve as the chairperson to the executive committee which consists of all officers. The president will hear and review all reports from the chapter's committees.
- The vice president shall fill-in in the event of the president being absent and must set an example. This position has to be filled by a senior who has spent no less than one year as a member. The vice president will also serve as the chairperson to the service committee.
- The secretary shall keep track of attendance at meetings, record minutes for the chapter meetings and officer meetings, and set an example. The secretary will be responsible for writing invitations and thank you letters to speakers, sponsors and other guests of the chapter. This position has to be filled by a senior who has spent no less than one year as a member. The secretary will also serve as the chairperson for the recognition committee.
- The treasurer shall keep track of current account balances, fundraisers and set an example. This position has to be filled by a senior who has spent no less than one year as a member. The treasurer will also be the chairperson for the fundraising committee.
- The historian will record chapter and individual acknowledgements, and maintain a scrapbook of the year's events and set an example. This position has to be filled

by a senior who has spent no less than one year as a member. The historian will also serve as the chairperson to the rituals committee.

- The parliamentarian will maintain order and decorum in chapter meetings. This position has to be filled by a senior who has spent no less than one year as a member. The parliamentarian will also be the chairperson for the bylaw committee.
- The chapter advisor has authority over all officers of the chapter.

#### Article IX- Selection of Officers

- Officers of the chapter must be nominated by members of the chapter, must receive a second to the nomination and must accept the nomination.
- Each candidate must prepare and deliver, at a special election meeting, his or her qualifications.
- Candidates will be awarded the office by majority vote (50% plus 1) of the quorum.
- New officers will be installed in a special ceremony.
- Any officer who does not fulfill the responsibilities of their office or does not uphold the standards of NHS is eligible for removal from office by the faculty council and advisor.
- In the event that the office of the president becomes vacant, the vice-president will be expected to move up and fill that position. New elections will be held to fill any other vacant office.

#### Article X- Committees

- Each member will serve on one of the following committees.
  - The Executive Committee: consisting of all the chapter officers, this committee oversees all activities proposed by the chapter committees. This committee will decide on which committee each member will serve and oversee the actions of all of the officers. The President of the chapter will serve as chairperson.
  - The Service Committee- Any member of the chapter may be a member of this committee. The chair will be the chapter's vice president. The committee will be responsible for organizing, gaining approval for and implementation of all chapter service projects. The committee, through the chairperson, will submit a monthly report to the executive committee.
  - The Fundraising Committee- Any member of the chapter may be a member of this committee. The chair will be the chapter's treasurer. The committee will be responsible for organizing, gaining approval for and implementation of all chapter fundraisers. The committee, through the chairperson, will submit a monthly report to the executive committee.
  - The Recognition Committee- Any member of the chapter may be a member of this committee. The chairperson will be the chapter's Secretary. This committee will be responsible for securing speakers for chapter meetings, ceremonies and other special events. In addition, this

committee will also be responsible for recognizing the outstanding achievements of member of the chapter. The recognition committee will also write (in cooperation with school officials) any press releases regarding the chapter. The committee, through the chairperson, will submit a monthly report to the executive committee.

- The Rituals Committee- Any member of the chapter may be a member of this committee. The chairperson will be the chapter's historian. This committee will be responsible for proper handling and organization of the chapter's rituals (including induction and officer installation). The committee, through the chairperson, will submit a monthly report to the executive committee.
- The Bylaws Committee- Any member of the chapter may be a member of this committee. The chairperson will be the chapter's parliamentarian. The committee will be responsible for addressing and expressing any concerns regarding the chapter bylaws. In addition, the committee will present any amendments or changes to the bylaws to the Faculty Council, Advisor and chapter for approval. The Bylaws Committee is also responsible for implementation of all chapter bylaws. The committee, through the chairperson, will submit a monthly report to the executive committee.

#### Article X- Rules of Order

- When a meeting is in progress, it shall be conducted according to Robert's Rules of Order.
- All NHS chapter meetings shall be called to order by the president followed by the Pledge of Allegiance.

#### Article XI- Ratification of Bylaws

- To make an amendment to the chapter bylaws a draft should be prepared by the bylaws committee, distributed to the members, discussed and voted on by two-thirds of the quorum. Changes must be approved by chapter advisor and faculty council.
- Reasons for changes:
  - The statements no longer suit the chapter.
  - They are arranged poorly and essential information is difficult to access.
  - They contain elements that cause long standing disagreement.
  - They violate individual rights.
  - They prevent chapter from adapting to change.

#### Article XII- Amending the Bylaws

- When it is necessary to change the bylaws, the entire chapter and faculty council shall review proposed changes before they are put to a vote or adopted. All members shall be present when changing bylaws and all changes must first be approved by the faculty council.

### Article XIII- Selection of Members

- Candidates must be in attendance at the school for a complete semester cycle.
- If a student who has not been in attendance at the school for one complete semester cycle would like to become eligible for membership, the present principal can seek a recommendation from the previous school principle. Based on this recommendation, the Faculty Council may waive this regulation.
- Candidates must be members of the Sophomore, Junior, or Senior classes.
- Candidates must have a cumulative scholastic average of at least 3.5 (on a 4.0 scale).
- Candidates shall be evaluated on the principles of service, leadership, character and scholarship.
- The selection of each member of the Chapter shall be made by the Faculty Council.
- The description of the selection process shall be printed in the student handbook and available upon request in the guidance office.
- The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.
- The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.
- There shall be a spring induction for all eligible candidates.

### Article XIV- Disciplinary Actions and Dismissal

- The first time a member falls below academic standards of 3.5 (on a 4.0 scale), the member shall receive a written warning and placed on academic probation with chapter privileges by the chapter advisor. The advisor and/or Faculty Council shall determine the appropriate time frame for the probation.
- The second time a member falls below academic standards of 3.5 (on a 4.0 scale), the member shall be suspended from participation in any and all NHS activities. The advisor and/or Faculty Council shall determine the appropriate time for the suspension.
- The third time a member falls below academic standards, the member shall be automatically dismissed from the NHS chapter. As in all dismissal cases, the member will be entitled to a hearing before the Faculty Council. In the case of extenuating circumstances the member may appeal to the Faculty Council in writing before a hearing is scheduled. The Faculty Council may choose to overturn the dismissal decision, but reserves the right to set academic requirements to retain membership.
- Members of fail to maintain the highest levels of service, leadership and character, shall be promptly warned in writing by the chapter advisor. Such failure may result in chapter advisor and/or the Faculty Council imposing the penalty of probation with privileges or suspension from all NHS activities. In cases of severe or flagrant violations of standards of conduct, school rules or civil or criminal laws, the chapter advisor and/or Faculty Council may forego warning the member

and may impose any of the following penalties or other penalties not herein described, appropriate to the violation.

- The member may be required to attend counseling.
  - The member may be prohibited from participation in Induction Ceremony.
  - The member may be prohibited from wearing any NHS insignia.
  - The member may be required to write an appropriate essay.
  - The member may be required to complete additional community service.
  - The member may be removed from the NHS.
- In cases where removal is the recommended penalty, the member will be entitled a hearing before the faculty council.
  - To implement a penalty or removal, a majority vote of the Faculty Council is required.
  - A member who is dismissed may appeal the decision of the Faculty Council under the same rules of disciplinary appeal as used by the school district.
  - The National Council and the NASSP will hear no appeals in dismissal cases.

- Appendix 2- Letterhead
- Appendix 3- Sample Academic Probation Letter
- Appendix 4- Sample Incomplete Service Probation Letter
- Appendix 5- Sample Disciplinary Probation Letter
- Appendix 6- Invitation to Applicant meeting
- Appendix 7- Application
- Appendix 8- Rejection Letter
- Appendix 9- Acceptance letter and invitation to induction
- Appendix 10- Induction script
- Appendix 11- Installment script

## Appendix 1 Selection Process

### Phase 1- Nomination

- Every faculty member will submit nominated students with student numbers on a selection form.
- The forms will be signed by nominating teacher, but will remain confidential.

### Phase 2- Grade Verification

- All nominees' grades will be verified by the data entry technician.
- Any nominee with an un-weighted cumulative GPA of 3.5 or higher will continue with the process.

### Phase 3- Application Dispersment

- Applications will be given to any student who has completed Phases one and two.
- Applications will be dispersed at a meeting held for said students and parents who wish to attend.
- The application will consist of evaluations in three areas: leadership, service and scholarship.
- Each section will be assigned a point value of 0-4.
- The sections of the application will be added to the character evaluation.
- Any applicant receiving 13 out of 16 points will be invited to be a member in the NHS.

### Phase 4- Character Evaluations

- Every faculty member will complete and submit the character evaluation.
- The character evaluation will contain every applicant's name and student number. Faculty members can evaluate any student on a scale of 0-4 with 4 being that the student displays the quality and 0 being that the student does not display the quality.
- The qualities being evaluated will be trustworthiness, leadership, responsibility, respect and citizenship.
- Any category scored 2 or lower, must contain a comment explaining score.
- The faculty will submit the evaluation with his or her name attached, but the evaluations will remain anonymous and confidential.
- Each quality will be averaged and the character portion of the application process will receive a point value of 0-4.