

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

### **ARTICLE I: NAME AND PURPOSE**

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

**Section 2.** The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students of Swanton High School.

### **ARTICLE IV: LOCAL CHAPTERS**

**Section 5.** No individual membership dues shall be imposed on incoming or current members as a condition of their membership. Members will be asked to purchase a Swanton High School NHS t-shirt to be worn during events and provide public identification of NHS members.

### **ARTICLE V: THE PRINCIPAL**

**Section 2.** The principal shall review supplemental applications annually and recommend a member of the faculty from these applications for Board of Education approval for appointment for the position of NHS Chapter Adviser. This adviser may serve consecutive terms. Co-advisers may be appointed where necessary.

**Section 3.** The principal shall appoint a faculty council composed of five members of the school's faculty as vacancies arise. These members may serve consecutive terms. Faculty members with children in NHS should be excluded from serving on the faculty council during the term their child is an active member.

### **ARTICLE VIII: MEMBERSHIP**

**Section 4.** Candidates become members when inducted at a special ceremony held in April. Failure to participate in the ceremony nullifies induction into NHS. Membership into NHS will be noted in the Graduation program.

**Section 6.** An active member in good standing 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. 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 membership.

## ARTICLE IX: SELECTION OF MEMBERS

**Section 1.** Candidates eligible for selection to this chapter will be sophomores in their second semester of high school, and current juniors. As selection is for the following school year, only members of the junior and senior classes are permitted membership into NHS.

**Section 2.** Candidates eligible for initial consideration for membership must 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 initial consideration for candidacy.

Prior to the final selection, the following shall occur:

- a) Students' academic records shall be reviewed to determine scholastic eligibility.
- b) Upon meeting the grade level, enrollment, and GPA standards, all students deemed eligible scholastically (i.e. "candidates") shall be notified by US mail and given additional information on how to complete and submit the NHS New Candidate Form for further consideration. This form will be reviewed by the faculty council and candidates shall then be considered based on their prior community service, leadership skills, and their character. Any submissions received after the deadline will not be eligible 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 adviser.
- d) The faculty council shall review the NHS Candidate Form, faculty/staff/coaches input, and other relevant information to determine those who fully meet the criteria for membership.
- e) 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.
- f) The results of the faculty council deliberations will be reviewed with the principal prior to notifying the members of their selection or non-selection.

**Section 3.** The selection process for membership will occur once per school year during the second semester for determination of membership for the following school year.

**Section 4.** A description of the selection procedures outlined in **Section 2** above shall be posted on the Swanton High School website [Swanton Local Schools](#). This website is widely and regularly available in a timely fashion to all students and parents of the school. These selection procedures are consistent with the rules and regulations of the National Chapter of NHS.

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## **ARTICLE X: DISCIPLINE AND DISMISSAL**

In accordance with Article X of the National Honor Society Constitution and the Swanton High School Student Code of Conduct, the Faculty Council shall maintain a fair, consistent, and due-process-oriented procedure for addressing violations of National Honor Society expectations that may result in disciplinary action or dismissal from membership.

### **Authority and Scope**

Membership in the National Honor Society is a privilege. Students selected for NHS are expected to consistently demonstrate the standards of Scholarship, Leadership, Service, and Character. The Faculty Council retains the authority to review concerns and impose disciplinary action, up to and including dismissal, when a member's conduct does not align with NHS standards or school expectations.

**Section 1.** The faculty council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

### **Disciplinary Actions**

Consistent with the Swanton High School Student Code of Conduct, the Faculty Council may implement progressive discipline when appropriate:

#### **1. Written Warning**

- The student will receive written notification identifying the concern and expectations for corrective action by the NHS Advisor.
- Documentation will be maintained by the Faculty Council.

#### **2. Probation**

- The student will receive written notification identifying the concern and expectations for corrective action by the NHS Advisor.
- The student may be placed on NHS probation for a defined period.
- Conditions for continued membership will be clearly outlined.
- Chapter officers, as representatives of the chapter, may be removed from their positions as a consequence of disciplinary action taken by the faculty council.
- Parent/guardian notification will occur.

#### **3. Dismissal Review**

- If corrective action is not demonstrated or if the violation is deemed severe, the Faculty Council will initiate dismissal proceedings.

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## **Dismissal Procedure**

When dismissal is under consideration, the following due process procedures will be followed:

1. **Written Notice**
  - The student and parent/guardian will receive written notice of the alleged violation(s) and intent to review NHS membership status.
2. **Opportunity for Response**
  - The student will be provided the opportunity to respond to the concerns, either in writing or during a meeting with the Faculty Council.
3. **Faculty Council Review**
  - The Faculty Council will review all relevant documentation, statements, and information.
  - A decision will be made by majority vote.
4. **Final Determination**
  - Written notification of the decision will be provided to the student and parent/guardian.

**Section 2.** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned.

## **Grounds for Disciplinary Action or Dismissal**

An NHS member may be subject to disciplinary action or dismissal for, but not limited to, the following:

- Violations of the Swanton High School Student Code of Conduct
  - Violations of the law or school rules and regulations found in the student handbook may result in immediate consideration of the dismissal of the member. These violations include, but are not limited to, DWI; stealing; destruction of property; cheating; harassment; bullying; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school related activities, or in the community.
  - 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.

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- Academic dishonesty or misconduct
  - 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.
- Failure to complete required NHS service obligations
  - Members who fail to fulfill the service hour requirement may also be subject to consideration of dismissal.
  - It may be determined that they may not wear the gold cords, officer stole, or other approved insignia at graduation.
- Behavior inconsistent with the pillars of Scholarship, Leadership, Service, or Character
  - 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 (Fairness, Respect, Trustworthiness, Responsibility, Caring, Citizenship)
- Repeated violations after prior administrative or NHS intervention
- Conduct that compromises the safety, well-being, or dignity of others
- Failure to comply with school rules, administrative directives, or NHS expectations

**Section 3.** The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4.** In all cases of pending dismissal, a member shall have a right to a hearing before the faculty council. (Note: This hearing is required and is considered "due process" for all members.)

- 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.
- 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).

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- 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.
- 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.
- In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

**Section 5.** For purposes of dismissal, a majority vote of the faculty council is required.

- **Effect of Dismissal**
  - Dismissal results in permanent removal from the National Honor Society.
  - The student forfeits all NHS privileges and may not reapply.
  - Dismissal will be documented and maintained in accordance with school records procedures.

**Section 6.** A member who has been dismissed may appeal the decision of the faculty council to the principal and thereafter under the same rules for disciplinary appeals in the Swanton Local School District.

**Section 7.** NASSP shall hear no appeals in dismissal cases.

## **ARTICLE XI: CHAPTER OFFICERS**

- Section 1.** a) The officers of this chapter shall be president, vice-president, secretary, and treasurer.
- b) The faculty council and principal will approve student officer candidates. Upon approval, student officers will be instilled at the April meeting. All returning members in good standing with the chapter, **and will be on the Swanton campus during the school day**, 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.
- c) Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of the chapter. If the first vote does not yield a majority, a second vote shall be taken of the two or more candidates receiving the highest number of votes.

d) It shall be the duty of the president to preside at all 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 and adviser.

e) The vice president shall preside in the absence of the president, and also keep accurate records of members' contributions and hours 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 and adviser.

f) 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 and adviser.

g) The treasurer shall keep the record of business expenses, fundraising, 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.

## **ARTICLE XII: EXECUTIVE COMMITTEE**

**Section 1.** 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 XIII: MEETINGS**

**Section 2.** 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 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.

## ARTICLES XIV: ACTIVITIES

**Section 1.** Each member is required to complete 40 hours of community service from May 1 to March 30 each year of membership. The chapter shall also 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.

**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. No compensation should be received, monetary or otherwise, for service rendered.

**Section 4.** a) 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. Service hours can only be claimed by one organization.

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

c) Failure to fulfill the NHS imposed mandatory hours for projects, or the required 40 individual hours, in a timely manner will result in a Notice of Warning and/or consideration of dismissal from the chapter.

d) Approval may be obtained by the chapter adviser to ensure that community service hours are aligned with the National Honor Society standards. Projects for family members must be pre-approved by the chapter adviser prior to starting to verify it meets the requirements for service.

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

## **ARTICLE XV: OFFICIAL INSIGNIA**

**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. 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.

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