

National Honor Society of Loveland Classical School Chapter Bylaws

Article I: Name

The name of this organization shall be the Loveland Classical Schools Chapter of the National Honor Society.

Article II: Purpose

The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire for rendering service, to promote leadership, and to develop character in the students of Loveland Classical Schools.

Article III: Powers

Section 1: This chapter operates under the direction of and in full compliance with the NHS National Constitution. 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 resides with the school principal. (See Article V, Section 1 of the National Constitution.)

Section 4: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sex (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 the criteria of Scholarship, Service, Leadership, and Character.

Section 2: Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Loveland Classical Schools.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- 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 adviser shall be the sixth, nonvoting, 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 the 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 Candidate's Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor.
- d. The faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become members when inducted at a special ceremony.

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 his/her membership.

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 his/her membership.

Article VI: Obligations of Members

Section 1: Annual dues for this chapter shall be \$0.

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 be granted 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 the honor cords at graduation.

Article VII: Officers

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

Section 2: Student officers shall be elected at the last meeting of each school year. 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.

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 the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: If any officer's position should become vacant, it shall be filled by a vote from all available members using the same process that institutes officers. The meeting shall be arranged by an officer whose position is filled and is not running for the position by an agreement between the officers and all running candidates. At the adviser's discretion, the adviser may appoint someone instead. This member shall organize and communicate the location and time of the meeting to all members in good standing, the chapter advisor and the principal. Absent members may have a written secret vote conveyed to the meeting by another member of their choice or the adviser. Irregularities in this or other processes will result in another vote. Members may also move for another vote if they suspect irregularities in voting, but must do so before the results of the vote are announced.

Section 9: An officer may decide to step down from their own position voluntarily. In this case, they should contribute to the finding and voting in of their replacement if possible. They will have the opportunity to vote or run in that or any future election of officers.

Section 10: An officer may be removed from their position if they have been notably negligent in their duties or are dismissed from the Loveland Classical Schools chapter of the National Honors Society. This may be at the discretion of the principal or chapter advisor, or by a vote of two-thirds of the members. In cases of pending removal from officer positions:

- a. The member will receive written notification from the other officers indicating the reason for consideration of removal from their officer position.
- b. The member will be given the opportunity to respond to the charge(s) against him or her at a hearing before the members prior to any vote. The member has the opportunity to present his or her defense either in person or via a written statement presented in lieu of the face-to-face hearing.
- c. The results of the vote by the members will be presented to the principle for review, and then stated in a letter sent to the student and parents.
- d. The decision by the member's vote may be appealed to the Faculty Council and thereon to the building principal.
- e. An officer who is removed involuntarily, may not be considered for another officer position in the National Honor Society.

Section 11: Officers and the faculty adviser shall collectively be known as the chapter's 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 quarterly. 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 Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

Article IX: 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: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

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

Article X: Discipline and Dismissal of Members

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Loveland Classical Schools chapter of the 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 in his or her school and community.

Section 2: If a member's cumulative grade point average falls below 3.5, he or she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below 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.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). 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 tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student or parent). If the member is involved in another violation of the school conduct code, the member may be considered for 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.

Section 6: In all cases of pending dismissal:

- f. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- g. The member will be given the opportunity to respond to the charge(s) against him or her at a hearing before the faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his or her 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.
- h. The results of the Faculty Council vote will be presented to the principle for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- i. The Faculty Council's decision may be appealed to the building principal and afterwards according to the discipline policies of Loveland Classical Schools.
- j. 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 approval 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 Articles V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).

Approved on _____

Signatures and names of Chapter President, Secretary, Adviser, and Principal:
