

**Chapter Bylaws
Of the
Westport Chapter
Of the
National Honor Society**



ARTICLE I: NAME

The name of this chapter shall be the Westport Chapter of the National Honor Society of Westport High School.

ARTICLE II: PURPOSE

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 Westport High School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

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.

Section 4. Non-discrimination. 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, sex (gender), color, religion, ancestry, national origin, sexual orientation, 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. Graduate and honorary members have no voice or vote in chapter affairs.

a. The Faculty Council shall reserve the right to award honorary membership to a student who has met the standard for scholarship. Honorary members shall have no voice or vote in chapter affairs and are not required to meet the membership obligations of active membership. Honorary members are recognized at the annual induction ceremony with the same tokens of membership, a chapter t-shirt and a certificate with "Honorary" added. Honorary members do not wear graduation cords.

Section 3. Eligibility:

a. Candidates eligible for selection 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 enrolled for a period equivalent to one semester at Westport High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of at least 3.3 after the first semester of their junior year.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- e. Citizenship grades will be included in the consideration for selection by the Faculty Council.
- f. The Westport Chapter of the National Honor Society requires Candidates to have earned a minimum of 10 hours of community service with at least 5 of those hours to be in the service of the school system prior to selection.

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, non-voting, 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. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate Form for further consideration.
- c. The Faculty Council shall review the Candidate Form, documented community service, reflection on community service, letters of recommendation, citizenship grades, and rubric from interview with candidate 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 \$20 per member per year. Dues will be payable to the chapter within 30 days of induction. Dues must be paid by November 1st of each year in order for a member to continue in good standing.

Section 2. Members must maintain a GPA of at least 3.3 with no unsatisfactory citizenship grades

Section 3. Community Service Forms are used to document hours of service. The chapter advisor maintains a record of community service for each member.

- a. After induction, members in their junior year are required to earn a minimum of 20 hours of community service with at least 5 of those hours to be in the service of the school system.
- b. Senior inductees must meet membership obligations of 5 hours of community service after induction, as well as pay one year' annual dues in order to qualify to wear a gold cords of

recognition of membership at graduation.

Section 4. Members are expected to attend all after school chapter meetings. For an excused absence, the member must notify the chapter adviser prior to the meeting.

Section 5. Members are expected to attend and assist with the Induction Ceremony, rehearsals, and reception

Section 6. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 7. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 8. 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, historian, and treasurer.

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

a. Work with chapter adviser and other officers (Executive Committee) to plan agendas for meetings

b. Preside over chapter meetings in a formal manner (Roberts Rules of Order)

c. Serve as a representative of the chapter to the rest of school community

d. Serve as the Master of ceremony at annual Induction Ceremony

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.

a. Assume the President's duties whenever necessary

b. Assist in planning meeting agendas

c. Also serves as a representative of the chapter to the rest of school community

d. Coordinates with the chapter adviser to promote community service opportunities

e. Monitor members' community service

f. Maintains a record of outstanding achievements by members, such as eligibility for the Principal's Community Service Award

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

a. Prepare agenda for meetings

b. Notify members of upcoming meetings and events

c. Keep attendance at meetings

d. Take minutes of meetings, using a standard format

e. Submit minutes for approval by membership at next meeting

f. Maintain a collection of approved minutes

g. Send correspondences on behalf of the chapter, such as thank you notes

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

a. Work with the Athletic/Activities Director

b. Report chapter's financial status to the membership

c. Monitor membership dues

d. Coordinate with the chapter adviser to manage the chapter's budget

e. Authorize payments for purchases, such as supplies for fundraisers, Induction ceremony supplies, and Graduation gold cords of recognition

Section 8. The historian shall keep the record of previous chapter members and provide a summary of the accomplishments of the class.

a. Learn and promote the history of the chapter

b. Maintain record (maybe digital) of chapter events and activities(ex. Induction Ceremony)

c. Maintains Membership Register, signed at Induction

d. Build interest in the chapter's history among members

Section 9. 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, but 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 bi-weekly during the school year. 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 bi-monthly, after school chapter meetings. A member must notify the chapter adviser prior to the meeting regarding their absence at a meeting or planned event. Members with three or more unexcused absences at meetings will receive a written warning before being referred to the Faculty Council for disciplinary action.

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 as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. Each member must complete 20 hours of community service. Community service begins at induction and must be completed by June 1st of the following year. Community Service Forms are used to document these hours of service and must be completed and submitted to the chapter adviser by June 1st.

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 Westport Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below 3.3, he /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 includes consideration of dismissal from the chapter.

Section 3. If a member receives an unsatisfactory citizenship grade, he/she will be given a written notice to appear before the Faculty Council, and may be subject to disciplinary action by the Faculty Council.

Section 4. 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, bullying, cheating, plagiarism, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 5. 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/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6. 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 7. In all cases of pending dismissal:

a. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.

b. The member will be given the opportunity to respond to the charge(s) against him/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/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.

c. 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 adviser.

d. The Faculty Council's decision may be appealed to the building principal within five school days and afterwards according to provisions of the school district discipline policies.

e. A member who is dismissed or resigns, may never again be considered for membership in the National Honor Society.

Section 8. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: INDUCTION CEREMONY

Section 1: The Induction Ceremony will be held in the spring.

Section 2: Attendance at the Induction Ceremony is required for membership. Any Candidate who does not attend the ceremony must notify the chapter advisor and is not a member until the pledge has been taken before the membership at the next meeting.

Section 3: Members must attend the Induction Ceremony and assist in the preparations leading up to the ceremony.

Section 4: The Principal’s Community Service Award honors 12th grade students who demonstrate a dedication to volunteer service above and beyond the requirements of NHS membership. Members who have earned at least 100 hours of community service since their freshman year are awarded with the Principal's Community Service Award. Applicants may include community service which has been documented since their freshman year of high school, not simply the hours accrued while in NHS. This award is given at the annual NHS Induction ceremony by the Principal of the Westport High School.

Section 5: Sophomores, in their second semester, who have achieved the National Honor Society’s scholarship standard of a cumulative GPA of at least 3.3 and have no unsatisfactory citizenship grades, will be invited to attend the Induction Ceremony as Sophomore Honorees.

Section 6: One member of the Westport High School faculty will be honored as the NHS Teacher of the Year. This teacher with Professional status is nominated from the faculty by the membership as a teacher who epitomizes the standards of scholarship, leadership, character, and service. Previous recipients from the last three years will be eliminated from consideration. After an affirmative majority vote, the teacher is notified, and upon acceptance, the recipient is invited to the next Induction Ceremony as the guest speaker.

ARTICLE XII: 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 XIII: AMENDMENTS

These by-laws may be amended by a two-thirds affirmative 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 March 26, 2015


Chapter President


Adviser


Principal