



Arthur Lovington Atwood Hammond High School

Arthur CUSD #305

301 East Columbia
Arthur, IL 61911

Phone: 217-543-2146

Fax: 217-543-2174

Mrs. Steffanie Seegmiller, Principal

Mrs. Kendall Huffman, National Honor Society Advisor

Chapter Bylaws
of the
Arthur Lovington Atwood Hammond
Chapter of the
National Honor Society
Adopted: 16 September 2021

ARTICLE I: NAME

The name of this chapter shall be the Arthur Lovington Atwood Hammond Chapter of the National Honor Society of Arthur Lovington Atwood Hammond 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 Arthur Lovington Atwood Hammond 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 an 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: 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, 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 alumni. Active members become alumni members at graduation. Alumni 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 Arthur Lovington Atwood Hammond high school.
- 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 information form for further consideration.
- c. The faculty shall be asked to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. More information about the selection process can be found in the document titled "Membership Selection Guide".

Section 4. Candidates who are not offered membership into the National Honor Society will receive written documentation from the chapter adviser about deficit areas. These will be kept on file to be used in future application cycles if a candidate chooses to reapply.

Section 5. Candidates who are not offered membership into the National Honor Society have the right to appeal the decision made by the faculty council. The appeals process is as follows:

- a. The student wishing to appeal the selection decision must notify the chapter advisor within 48 hours of the decision.
- b. Once the chapter advisor has been notified, the chapter advisor will call together the administrative council, which will consist of three administrators from the district, and the administrative council has ten school days to review the appeal.

- c. The chapter advisor will provide the administrative council with all evidence from the selection process. This will include:
 - i. Faculty Input Forms
 - ii. Candidate Information Packet
 - iii. Faculty Council Ratings

Section 6. Candidates who are not offered membership may reapply during the next application cycle providing they meet scholastic requirements.

Section 7. Candidates become members when inducted at a special ceremony.

Section 8. 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 9. 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 two semesters 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. Each active member shall complete at least six hours of community service per year.

Section 2. 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 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole at graduation.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be the 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. Members running for the position of president must have been an active member for at least one school year prior to the election.

Section 4. 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 5. 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 6. 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 7. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 8. The treasurer shall keep a record of business expenses, dues, and all other financial transactions of the chapter.

Section 9. Officers who have more than two unexcused absences from meetings within a school year will be removed from office.

- a. Absences will be counted as unexcused if not communicated with the advisor at least 24 hours before the meeting.

Section 10. If an officer is removed from office the following steps will be taken

- a. If the removed officer holds the position of secretary or treasurer, the chapter will hold a special meeting to fill the seat.
- b. If the removed officer holds the vice president or president position, the chapter will follow the line of succession to fill the vacancies. i.e., if the president is removed from office, the vice president will take over the duties of the president.

Section 11. Officers and the faculty adviser(s) 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. Special meetings can be called by the president with the 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 as 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, service, leadership, or character may be considered for discipline or dismissal from the Arthur Lovington Atwood Hammond 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 the standard of 3.5, the member will be given a written warning and one semester to achieve the minimum cumulative grade point average. 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. 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 the use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notifications. 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 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:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** 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 administrative council, which will consist of three administrators from the district. The member and the faculty council will provide evidence for review during the appeal process. Both parties will be notified in writing of the appeal decision.
- e. 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, an affirmative majority 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 2/3 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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on September 16, 2021

Mr. Kade Henschberger, President

Miss Michaela Powell, Secretary

Mrs. Kendall Huffman, Adviser

Mrs. Steffanie Seegmiller, Principal

