

Chapter bylaws of the Abraham Lincoln High School Chapter of National Honor Society

Adopted: August 30th, 2017

ARTICLE I: NAME

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

ARTICLE III: POWERS

1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions.
2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
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.)
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, national origin, sex (gender), sexual orientation, socioeconomic status 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

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.
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 in chapter affairs.
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 Abraham Lincoln 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

1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members approved by the Principal. The chapter advisor shall be the sixth, nonvoting, Ex Officio member of the Faculty Council.
2. The selection of active members may be held in the fall, spring or both (Principal discretion).
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.
4. Candidates become members when inducted at a special ceremony.
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.
6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. Thereafter, the new member must maintain the membership requirements set forth for Abraham Lincoln High School's NHS Chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

1. Annual dues for this chapter shall be \$15.00 for all members. Chapter dues are expected to be paid to Lincoln High School's bookkeeper by September 30th of each year. Newly inducted members in November shall have their dues expected to be paid by January 30th of that year to the Lincoln High School bookkeeper. Members should notify the NHS Advisor if payment of chapter dues creates a hardship.
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.
3. Any member who withdraws, resigns, or is dismissed from the chapter shall not be granted the privilege of wearing the National Honor Society emblem.
4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords (or other insignia adopted at the local level) at graduation.
5. Chapter specific:

- a. Members are required to attend all chapter meetings. Students may have no more than three unexcused absences to remain in good standing. Members must notify the chapter president or advisor of any absences, preferably one day in advance when possible. Consistent with the Des Moines Public School districts' attendance policy (Code 503), absences may be excused for the following reasons: illness; medically documented chronic or extended illness, hospitalization, or doctor's care, or nurse's approval; medical or dental care; death or serious illness in the immediate family or household; religious holidays requiring absence from school; court appearances or other legal proceedings beyond the control of the family; school-sponsored trip or activity; other verified emergency as approved by the NHS Advisor; and other reasons which can be justified from an educational standpoint and which are approved in advance by the NHS Advisor. The executive board will review attendance on a regular basis and notify the NHS Advisor if a member's excused absences is deemed excessive. When needed, members may be asked to meet with the executive board to review membership requirements.
- b. Absences will be excused by the Chapter advisor upon receipt of written documentation.
- c. Members must complete a minimum of 6 NHS sponsored service activities each semester. Members inducted in November are required to do the 1/3 requirement and complete a minimum of 2 events for first semester and then move on to the standard 6 requirement for the semesters following. If a member signs up for an NHS sponsored service activity, they must attend that activity. If a member is unable to attend the activity they must notify an Executive Board member as soon as possible, preferably two days prior. Members who fail to complete 3 or more NHS sponsored volunteer activities for which they have signed up will be asked to meet with the executive board to review membership requirements.

ARTICLE VII: OFFICERS

1. The officers of the chapter shall be president, vice president, secretary, treasurer, and historian, public relations, and parliamentarian.
2. Student officers shall be elected at the last meeting of each school year. All members that have completed a minimum of one semester in good standing (i.e., has completed the minimum event requirement, maintain good meeting attendance, and dues are paid) 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.
3. Voting shall be a 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.
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.

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.
6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
8. Chapter Specific:
 - a. The public relations officer shall keep record of NHS events and shall organize NHS related information for the members.
 - b. Historian shall record meetings and document events completed by NHS.
 - c. Parliamentarian shall create the agenda for the meeting and help lead the meetings.
9. Officers and the faculty advisor(s) shall collectively be known as the chapter's Executive board. The executive board 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 board is subject to the review of the chapter members.
10. If any officer is dismissed or leaves their position, a new member will be appointed by the Chapter Advisor.

ARTICLE VIII: MEETINGS

1. Regular meetings of this chapter shall be biweekly. Special meetings can be called by the president with approval of the advisor.
2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.
3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

1. The executive board shall determine the approved service activities volunteer events. Any exceptions will be granted by the advisor.
2. Members must complete a minimum of 6 NHS sponsored service activities each semester. Members inducted in November are required to do the 1/3 requirement and complete a minimum of 2 sponsored service activities for first semester and then move on to the standard 6 requirement for the semesters following.
3. All NHS sponsored activities shall fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be planned, organized, and executed.
4. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Abraham Lincoln 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 in his/her school and community.

2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5 on a 4.0 scale), 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 students will be subject to further disciplinary actions by the Faculty Council that can include considerations of dismissal from the chapter.
3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. 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.
4. Offenders of the school conduct code (such as profanity, failure to comply, unexpected 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.
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.
6. In all cases of pending dismissal:
 - a. The member will receive written notification from the advisor/ 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 principle for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor.
 - d. The Faculty Council's decision may be appealed to the building principal 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.
7. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW

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.

2. These bylaws shall be reviewed and, if necessary, revised annually.

ARTICLE XII: AMMENDMENTS

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 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 August 29, 2017



Chapter President



Chapter Advisor


