

# LITITZ CHRISTIAN SCHOOL NATIONAL HONOR SOCIETY CHAPTER BYLAWS



## **Introduction**

The National Honor Society is known by secondary and post-secondary academic institutions across the nation as the time-honored organization established to recognize students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with NHS membership since the organization's inception in 1921. Today, it is estimated that over a million students participate in chapter activities of the National Honor Society. Chapters are established in all 50 states, Washington DC, Puerto Rico, and Canada. While members' achievements are acknowledged through local membership, these young adults are challenged to further personal development through active involvement in school activities and community service.

The Lititz Christian School chapter of the National Honor Society was formed during the 2005-2006 academic year. That year each student who met the minimum GPA (grade point average) requirement of 3.30 was invited to submit an application to the NHS Faculty Council. The Council then evaluated those applications, keeping in mind the four tenets of the national NHS organization as well as the spiritual integrity displayed by the applicants. Fifteen students were inducted into the society that first year. In 2009, the Faculty Council voted to raise the academic standards for membership, requiring the students to have a 3.50 GPA.

## **BYLAWS FOR THE LITITZ CHRISTIAN SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY**

### **Article I: Faculty Council**

Section 1. The Faculty Council for the Lititz Christian School Chapter of the National Honor Society(NHS) shall consist of six faculty members, representing grades 1 through 12. One of those faculty members is the non-voting NHS chairperson.

Section 2. The members of the Faculty Council shall be selected by the members of the council and/or the secondary school principal.

Section 3. A chairperson shall be chosen by the Council from among its members.

Section 4. The chairperson shall be a non-voting member of the Council. Decisions by the Faculty Council may be made by consensus or by majority vote.

Section 5. The Faculty Council shall be responsible for the selection of the students eligible for induction into the National Honor Society.

Section 6. The Faculty Council shall be responsible for planning each new member induction ceremony.

Section 7. The Faculty Council shall be responsible for overseeing the planning of activities and projects by the Lititz Christian School Chapter of the National Honor Society.

Section 8. Each meeting of the Faculty Council shall begin with prayer.

## **Article II: Selection of Members**

Section 1. The Lititz Christian School Chapter of the National Honor Society shall select and induct members in the fall of each academic year.

Section 2. Candidates for induction must be juniors or seniors with a minimum GPA of 3.50. (The GPA must be obtained from official school records and must be greater than or equal to 3.50 without rounding upward.)

Section 3. Grades forwarded by schools students have previously attended shall be included in the qualifying calculation of GPA.

Section 4. The student must have attended Lititz Christian School for at least one semester before becoming eligible for induction.

Section 5. During September, the Faculty Council shall review the GPAs of all current juniors and seniors, and those candidates who meet the academic eligibility criteria shall receive an application packet to be completed in approximately ten days (return date will be specified in the application packet).

Section 6. The completed application packet shall include the candidate's service activities, leadership opportunities, and an essay describing the candidate's spiritual journey.

Section 7. During October, an evaluation sheet which evaluates candidates' leadership and character shall be distributed to each member of the secondary faculty. Each student will be assigned a numerical grade in the areas of leadership and character by each faculty member with sufficient knowledge of the student. The evaluation instructions contain a statement describing that a mean grade of at least 90% in each area is required for membership. Faculty members should provide a supporting statement for a grade in either category that is less than 90%.

Section 8. The class advisors for the juniors and seniors shall be responsible for reviewing and verifying that service hours for each candidate are up-to-date.

Section 9. The Faculty Council shall review the completed selection packets and faculty evaluation sheets to choose by vote the candidates to receive letters of invitation to join the National Honor Society. A mean grade of at least 90% in both character and leadership is required for membership.

Section 10. An active member of the National Honor Society who enrolls in Lititz Christian School shall be accepted for membership in this chapter upon verification of the membership by the faculty council. The enrolled student must continue to meet the membership requirements of the Lititz Christian School Chapter in order to continue membership.

Section 11. Any questions from students or parents pertaining to non-selection should first be referred to the Faculty Council. If the students or parents are not satisfied by the response of the council, then the questions should be addressed in turn to the secondary school principal and school administrator.

### **Article III: Continued Membership Requirements**

Section 1. All members must maintain a minimum cumulative GPA of 3.50 as described in Article II, Section 2. Students who are unable to maintain a GPA of 3.50 shall be given a warning and a probationary period of one semester to raise their GPA to the acceptable level..

Section 2. All members must attend 75% of the general/social meetings per year, the induction rehearsal, and the induction ceremony. Members arriving more than ten minutes late will be considered absent. (Exceptions may be granted by the Faculty Council.)

Section 3. All members must be up-to-date with the school's required 20 service hours per school year. Service projects provided by the Lititz Christian School Chapter of the National Honor Society are additional and do not count towards school hours..

Section 4. All members shall continue to exemplify positive leadership to the LC Society chapter, Lititz Christian School, and the community.

Section 5. All members must meet or exceed the standards of character that are the basis for selection into the National Honor Society.

### **Article IV: Meetings**

Section 1. A general membership meeting shall be held at the end of the school year to vote for the officers for the following school year.

Section 2. A meeting will be held within two weeks of the induction ceremony to welcome the new members into the Chapter.

Section 3. The Society officers and Faculty Council adviser shall schedule membership meetings throughout the academic year to plan activities and projects.

### **Article V: Election Procedures**

Section 1. Elections shall take place at the end of every school year for next year's President, Vice-President, Secretary, Treasurer, and Chaplain offices. Nominations will be taken from and voting will be done by the senior members in good standing. Students desiring a certain office may nominate themselves for that position.

Section 2. Nominees may run unopposed.

Section 3. A member not in attendance at the meeting may be elected as an officer; however, any student so elected shall be given the opportunity to accept or decline the office.

## **Article VI: Duties of Officers**

Section 1. The President shall provide leadership to the membership and conduct meetings.

Section 2. The Vice-President shall assist the President and preside over meetings in the President's absence.

Section 3. The Secretary shall take the minutes of the meetings, record attendance at the meetings, and be responsible for communication on behalf of the Chapter.

Section 4. The Treasurer shall be responsible for maintaining the Chapter's financial accounts.

## **Article VII: NHS Collars, Gold Diploma Seal, NHS Pins**

Section 1. NHS collars shall be worn at Commencement by members in good standing (refer to Article III) of the Lititz Christian School Chapter of the National Honor Society. Boys wear white collars and girls wear blue collars.

Section 2. A gold seal will be affixed to the diploma of each graduating member in good standing, attesting to membership in the National Honor Society.

Section 3. National Honor Society members will receive an NHS pin at graduation.

## **Article VIII: Dismissal**

Section 1. Failure to maintain a 3.50 cumulative GPA (see Article II, Section 2) is grounds for dismissal. Students who are unable to maintain a GPA of 3.50 shall be given a written warning and a probationary period of one semester to raise their GPA.

Section 2. Failure to earn the service hours required to remain a member in good standing is grounds for dismissal.

Section 3. Failure to attend 75% of the general/social meetings, the induction rehearsal, or the induction ceremony is grounds for dismissal.

Section 4. A member shall be subject to dismissal on character issues that include, but are not limited to, violation of school rules, community ordinances, and the laws of the greater society.

Section 5. A member shall be subject to dismissal for failure to exemplify positive leadership to the Society, Lititz Christian School, or the community.

Section 6. In the event of a serious violation of school rules or civil law, a member may be dismissed from the Society without having been given previous warning; however, a hearing should still be held for such cases. Lacking a serious offense, the member shall be given a warning (by majority vote of the Council) and a one semester probationary period prior to a decision about dismissal from the Society. Written notice of the warning and probationary period should be given to the student, the student's parents or guardians, and the secondary principal.

Section 7. Any member who is a candidate for dismissal shall have the right to a pre-dismissal hearing before the Faculty Council. As due process guaranteed by the 14<sup>th</sup> Amendment to the U.S. Constitution, the member must be notified in writing of the action being contemplated, the reasons for the action, the date and time of the hearing, and must be given the opportunity to respond either in writing or orally. The member's parents or guardians may be present at the hearing; however, it is primarily the responsibility of the member to present his/her own case.

Section 8. Dismissal shall be determined by vote of the Faculty Council and approval by the secondary principal. The Council shall exhibit Christian grace in deliberations concerning dismissal of a member for character and leadership violations. Written notification of the dismissal shall be given to the student, the student's parents or guardians, and the secondary school principal.

Section 9. A Chapter officer who is a candidate for removal from office shall have the right to speak before the Faculty Council prior to the vote on removal from office.

Section 10. A Chapter officer may be removed from office for violation of Chapter standards without necessarily being dismissed from the Society. Removal of an officer from a position shall be determined by vote of the Faculty Council and approval by the secondary principal. Written notification of the removal from office shall be given to the student, the student's parents or guardians, and the secondary school principal.

Section 11. If the President must be replaced, the Vice-President shall become the new President. Depending upon the lateness of the school year, it may be deemed unnecessary to elect a new Vice-President. The replacement for the positions of Vice-President, Secretary, and Treasurer shall be made by vote of the Chapter membership.

Section 12. Appeals of decisions on dismissal or removal from office should be made to the senior administrator. Because each chapter is responsible for establishing its own membership regulations and procedures, appeal should not be made to the National Honor Society or the National Association of Secondary School Principals. If a dismissal decision is reversed upon appeal, the members of the Society and Faculty Council should be gracious in restoring the member.

Section 13. A member may choose to resign from the National Honor Society. Letters of resignation should be dated and signed by both the student and his/her parents or guardians. Upon receipt by the Council by the letter, the student shall be notified that membership in the Society can never again be attained and should be given the opportunity to withdraw the resignation. Students cannot be forced to resign because that is tantamount to a dismissal.

Section 14. As specified in the handbook of the National Honor Society, a student who is dismissed or resigns is never again eligible for membership in the National Honor Society.

#### **Article IV: Amending the Bylaws**

Section 1. Recommendations to change the bylaws may be made by students, parents, faculty, or administration. The bylaws may be amended by majority vote of the Faculty Council.

All procedures not specified in these bylaws shall follow the National Constitution.