**Westfield Area High School National Honor Society Bylaws**

**ARTICLE I: NAME AND PURPOSE**

Section 1 - The name of this chapter shall be the Pioneer Chapter of the National Honor Society of Westfield Area High School.

Section 2 – 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 student character at Westfield Area High School.

**ARTICLE II: MEMBERSHIP**

Section 1 – 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 in chapter affairs.

Section 2 – Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based upon criteria of scholarship, service, leadership, and character.

Section 3 – Eligibility

1. Candidates eligible for election to this chapter must be members of the junior or senior class.
2. To be eligible for selection for membership in this chapter, the candidate must have been in attendance for a period of one semester at Westfield Area High School.
3. Candidates for selection to the chapter shall have a minimum GPA of 3.2. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based upon their service, leadership, and character.

**ARTICLE III: SELECTION OF MEMBERS**

Section 1 – The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the chapter adviser. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2 – Prior to selection, the following shall occur:

1. Students’ academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically (“candidates”) shall be notified and asked to complete and submit the Student Candidate Form for further consideration for selection.
3. The faculty shall be requested to evaluate candidates who have submitted the Student Candidate Form using an official evaluation form provided by the chapter adviser.
4. The Faculty Council shall review the Student Candidate Form in order to determine membership.

Section 3 – The selection of new active members shall be held once a year during the first semester of the school year.

Section 4 – Candidates become members when inducted at a special ceremony taking place in November.

Section 5 – Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6 – An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

Section 7 – An active member of the National Honor Society who transfers to Westfield Area High School will automatically be 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 or her membership.

**ARTICLE IV: DISCIPLINE AND DISMISSAL**

Section 1 – Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Pioneer 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 to his or her school and community.

Section 2 – If a member’s cumulative GPA falls below the standard in effect when he or she was selected (3.2), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section3 – If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4 – Violation of the law or school regulations can result in dismissal of a member upon the notification of the chapter adviser by district administration. 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, during school-related activities, or within the community.

Section 5 – In all cases pending dismissal:

1. The member will receive written notification indicating the reason for possible dismissal from the adviser. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
2. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
3. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
4. The Faculty Council’s decision may be appealed to the building principal and afterwards through the school district discipline policy.
5. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 6 – In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

**ARTICLE V: OFFICERS**

Section 1 – The officers of this chapter shall be president, vice-president, secretary, and treasurer.

Section 2 – Student officers shall be elected at the September meeting.

Section 3 – Voting for officers my only take place if a quorum of 75 percent of the active members are present.

Section 4 - All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 5 – 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. The following duties should reflect the responsibilities developed for officers in the local chapter:

Section 6 – It shall be the duty of the president to preside at the meetings for this chapter.

Section 7 – The vice president shall preside in the absence of the president and shall also keep record of members’ contribution to leadership and service.

Section 8 – The secretary shall keep the minutes of the meetings and shall be responsible for all official chapter correspondence.

Section 9 – The treasurer shall keep the record of chapter expenses, dues and all other financial transactions.

Section 10 – Officers will also serve as chairpersons for National Honor Society Activities.

Section 11 - If an officer does not perform his/her assigned duties, the adviser will conference with the officer to determine if the officer is aware of the situation. Should the officer continue to neglect to perform their assigned duties, the adviser, in consultation with the principal, will provide the officer with a written notification that continued neglect of assigned duties will result in removal from office.

Section 12 – Should an officer move, resign or be dismissed, a special election will take place using the terms outlined in Article V, Sections 3, 4 and 5.

**ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1 – The executive committee shall consist of the faculty adviser and the chapter officers.

Section 2 – The executive committee shall 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 VII: MEETINGS**

Section 1 – Meetings of the chapter shall be held bimonthly and as determined by the executive committee.

Section 2 – All chapter members are expected to attend all regularly scheduled chapter meetings.

**ARTICLE VIII: ACTIVITIES**

Section 1 – The chapter shall determine one or more service projects per 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 3 - Each chapter member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interest each semester. This is in addition to the chapter projects to which all members contribute.

Section 4 - Upon completing of the service project, members shall provide the vice president with a summary of the activity, complete with a signature of an adult who supervised the activity.

Section 5 – This chapter shall publicize its projects in a positive manner.

**ARTICLE IX: EMBLEM**

Section 1 – Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

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

Section 3 – Chapter members who are seniors in good standing shall be granted the privilege of wearing the National Honor Society stoles at graduation.

**ARTICLE X: POWERS**

Section 1 – The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2 – The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3 – These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. This chapter is obligated to adhere to provisions of the national constitution in all activities it undertakes.

**ARTICLE XII: AMENDMENTS**

Section 1 – 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2 – Bylaws and amendments must be consistent with the constitution of the National Honor Society.

The following recognize the approval or adoption of revisions to these bylaws on the date indicated:

Chapter President Date

Chapter Secretary Date

Adviser Date

Principal Date