

Board approval 04/2013

BY-LAWS
NATIONAL HONOR SOCIETY

ARTICLE I
NAME AND PURPOSE

Section 1. The name of this chapter shall be the Michigan Lutheran High School Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the national secretary.

Section 2. The purpose of the Michigan Lutheran High School Chapter of the National Honor Society shall be to encourage the members to use their God-given talents in creating an enthusiasm for scholarship, stimulating a desire to render service, promoting worthy leadership, and strengthening the development of character in students of Michigan Lutheran High School.

ARTICLE II
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 and graduate. Active members become graduate members at graduation. The graduate members have no vote.

Section 3. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Michigan Lutheran High School.

Section 4. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.25 (out of 4.0; unweighted grade point average.) This scholastic level of achievement shall remain fixed, and shall be the required minimum Scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered based on their service, leadership, and character.

ARTICLE III
SELECTION OF MEMBERS

Section 1. The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. 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 shall be notified and invited to complete the Student Activity Information Form for further consideration for selection.
- c. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
- d. The Student Activity Information Form and faculty comments shall be reviewed by the Faculty Council.

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

Section 4. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal.

Section 5. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. This transfer member will attain, within a reasonable time set by the Faculty council, membership requirements for this chapter in order to retain his/her membership. In a case where the cumulative GPA standard is lower, the transferee may be granted membership and given a reasonable amount of time to raise the GPA to the new standard, OR membership in the new chapter will be bestowed once the student demonstrates the higher, new GPA.

ARTICLE IV DISMISSAL

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Michigan Lutheran High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school, church, and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.25), he/she will be given written warning and a time period for improvement. If the cumulative grade point average remains below 3.25 at the end of the warning period the student may be dismissed from the chapter.

Section 3. Violation of criminal law or MLHS school regulations (as printed in the MLHS Student Handbook) may result in 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. These are serious violations and may not involve a written warning before dismissal. Article IV, Section 5 then applies.

Section 4. Offenders of the school conduct code as reflected by the spirit of the Christian guidelines in the student handbook will receive written warning notification. These offenses

include, but are not limited to: use of profanity, failure to comply, unexcused absences, excessive tardiness, failure to follow the dress code, etc.) In this case, either the Faculty Council or student/parent may request a conference. If the member is involved in another violation of the school conduct code, the member may be dismissed. Article IV, Section 5 then applies.

Section 5. In the case of pending dismissal:

- a. The member will receive written notification of the reason for possible dismissal from the advisor/ Faculty Council. The member and advisor will discuss the written notification in a conference.
- b. The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss.
- c. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the advisor.
- d. The member may appeal the Faculty Council's decision to the Principal.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered 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.

Section 7. In the case of a member wishing to resign his or her membership, the following must take place:

- a. A letter must be written by the student to the chapter advisor indicating intent to resign membership.
- b. This letter must be signed and dated both by the student AND his/her parent or guardian.
- c. The student must return his/her membership card and pin.
- d. The student will never again be considered for membership in any chapter of the National Honor Society.
- e. The student's name will be stricken from the membership roster and the national office will be notified.

ARTICLE V OFFICERS

Section 1. The officers of the chapter shall be president, vice-president, secretary, treasurer, and historian (with the possibility of a photographer as an additional office).

Section 2. It shall be the duty of the president to preside at the meetings for this chapter.

Section 3. The vice-president shall preside at meetings in the absence of the president and shall also keep a record of members' attendance and contributions to leadership and service.

Section 4. The secretary shall keep the minutes of meetings and be responsible for correspondence as well as informing the public of the chapter's events (via newspaper, school paper, announcements, etc.).

Section 5. The treasurer shall keep the record of business expenses, collect dues, etc.

Section 6. The historian shall keep record (written, photographs, video, etc.) of all National Honor Society events through the course of the school year, to be compiled in a scrapbook.

Section 7. the photographer shall attend all events (although not for the full period of time for each event) and keep a pictorial record of our activities, printing pictures and supplying the historian with the necessary tools to keep a current history.

Section 8. Student officers shall be elected at the last meeting of each school year. All returning members are eligible to run for a position as an officer.

Section 9. A majority vote is 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 numbers of votes.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the faculty advisor 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 this chapter shall be once per month or as set by the executive committee.

Section 2. This chapter shall conduct its meetings according to Robert's Rules of Order.

Section 3. Monthly meetings are mandatory. If the student is unable to attend, he/she must excuse to the advisor before the meeting. In the event of illness, inclement weather, or car trouble, a phone call to the advisor will suffice. Failure to attend can put a member in danger of disciplinary action, which could result in probation or, eventually, removal from the society.

ARTICLE VIII SERVICE PROJECTS

Section 1. The chapter shall recommend one or more service projects for each year.

Section 2. All members shall regularly participate in these projects. Failure to volunteer to participate or failure to attend when signed up for an event may put the member in danger of disciplinary action, which could result in probation or, eventually, removal from the society.

Section 3. These projects shall have the following characteristics: fulfill a need within the school, church or community, be approved by the administration, 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 advisor. This is in addition to the chapter projects to which all members contribute.

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

ARTICLE IX EMBLEM

Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.

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

ARTICLE X DUES

Section 1. Annual dues for this chapter shall be between \$7.00 and \$10.00 per year depending on the size of the current membership. This will be set by the executive committee.

Section 2. All senior members will have a fee of the cost of cleaning the stole they use for graduation. These stoles are the property of the chapter. As of the current school year, 2013-2014, this fee is \$5.

Section 3. Dues will be payable to the chapter treasurer within 30 days of the beginning of each school year. After that time, an increasing daily fine of \$0.50 will be assessed for the amount of days beyond the due date.

Section 4. Inductees are to pay their dues within 30 days of the date of their induction.

ARTICLE XI AMENDMENTS

Section 1. These by-laws 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 III and IV, which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

The Twelve W's of Project Planning

Planning any activity requires careful thought and preparation. Before stepping into action, be sure that you can answer the following questions:

1. WHAT are you planning to do?
2. WHY do you want to do this project?
3. WHEN and WHERE will the activity take place?
4. WHO will benefit from te project?
5. WHAT staff member(s) will need to approve this project?
6. WHAT funds are needed (if any)?
7. WHEN will the basic planning be done?
8. WHAT kind of publicity is needed?
9. WAS the project worthwhile?
10. WHO deserves a special thank you?
11. WHAT is next?
12. WHERE do we go from here?

A successful project will:

- fulfill a need within the school, church, or community,
- have the support of faculty and administration and advisor, and
- be well-planned, organized, and evaluated in relation to goals.

National Honor Society – Individual Service Project Report

*This must be completed and handed in by the first school day in October, 2013 in order to fulfill a requirement of membership.
Please print or type.*

Student – _____

Service Project – _____

Location – _____

Date of Project – _____ Time involved – _____

Describe your service project: (please include a photograph of you working on your project if, at all, possible)

Who/What benefits from your project?

How have you benefitted from the project?

What would you change to improve your project?

Name of VERIFIER (person to whom the student was responsible for work)

_____ Phone numbered _____

Signature of verifier _____

NHS DESIRABLE CHARACTERISTICS CHECK LIST

You were chosen because you exemplified many of the character traits listed below. This list serves as a reminder of something you need to continue to follow.

Check out this list:

- How many of these still apply to you?
- How might the faculty fill out such a survey of you today?
- How many of these categories could be checked as points you consistently show?
- Are you truthfully and fully meeting all of these requirements?

The student who displays leadership qualities regularly shows:

- Positive leadership in the classroom
- Leadership when in a position of authority
- Leadership in a co-curricular
- Positive attitude toward school policies
- Positive attitude toward teachers' rules
- Reliable and dependable and on time
- Can delegate authority and carry out a job successfully

The student who serves:

- Upholds the value and integrity of scholarship
- Participates in some activity outside of school—not a co-curricular
- Is willing to sacrifice to offer assistance
- Works well with others
- Is cheerful, willing and enthusiastic in service
- Assists visitors, teachers, or fellow students without being asked
- Doesn't need glory or rewards to perform

The student of character:

- Takes criticism willingly and does not argue or complain
- Accepts advice graciously
- Regularly exemplifies desirable behavior
- Upholds Christian morals and principles
- Is honest and reliable and has a cooperative spirit
- Is respectful of authority even when he/she does not agree
- Is obedient, punctual, trustworthy, and faithful

Executive Committee (Officer) Responsibilities

It shall be the duty of the president to:

- Preside at all meetings of the chapter and of the executive committee
- Represent the chapter at public occasions
- Appoint necessary committees
- Take ownership of the Recruitment Card program
- Serve as ex-officio member on committees

It shall be the duty of the Vice-president to:

- Perform the duties of the President in the absence of the President
- Take attendance, remind those who missed meetings and activities of their absence, inform the advisor of attendance status of members
- Coordinate the activities of committees
- Perform any duties delegated by the president

It shall be the duty of the Treasurer to:

- Keep all records of business expenses
- Collect dues and write receipts
- Collect monies for special donations
- Handle shirt orders for new members in spring
- Report at any time the financial status of this chapter
- Perform any duties delegated by the president

It shall be the duty of the Historian to

- Complete a pictorial NHS yearbook in an attractive scrap booking style making sure all events are accurately and completely reported
- Attend all activities designated and take pictures of each of our group activities and, if possible, some individual activities (Advisor helps some with picture taking)
- Perform any duties delegated by the President

Current Executive Committee

President -- _____

Vice-President -- _____

Treasurer -- _____

Secretary -- _____

Historian -- _____