

National Honor Society Waukee High School Chapter Bylaws
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Article I: Name and Purpose

- **Section 1-** The name of this chapter shall be the Waukee High School Chapter of the National Honor Society of Waukee High School.
- **Section 2-** The purpose of this chapter shall be to create an innate desire for scholarship, to encourage service to others, to promote worthy leadership, and to assist in the development of character in all students of Waukee 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. Honorary members are students that due to a disability are unable to complete all obligations of membership but who the Faculty Council determines deserve entrance into the chapter. Graduate and honorary members have no vote or voice in current chapter affairs.
- **Section 2-** 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 3-** Eligibility
  1. Candidates who are eligible for election to the Waukee High School Chapter must be members of the junior or senior class.
  2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance at Waukee High School for a period of one semester or longer.
  3. Candidates eligible for selection to the Waukee High School Chapter shall have a minimum cumulative GPA of 3.5 (out of a 4.0 grading scale).
    1. In addition, once a candidate becomes a member, the member shall not receive any grade lower than a C- in any class during any term while currently a member. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy.
  4. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

Article III: Selection of Members

- **Section 1-** The selection of members to the Waukee High School 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, nonvoting, ex officio member of the Faculty Council. There is no formal appeals process for non-selection neither outlined in nor mandated by the national guidelines. Membership within the Waukee High School Chapter of the National Honor Society is a privilege and not a right, and as such, no due process is required for an appeal of non-selection.
- **Section 2-** Prior to selection, the following shall occur:
  - a. Students' academic and attendance records shall be reviewed to determine scholastic eligibility.
  - b. Students who are eligible scholastically (now "candidates") shall be notified by written notification and asked to complete and submit the Student Activity Information Form for further consideration.
  - c. The faculty shall be requested to assist in evaluating candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor.
  - d. The Faculty Council shall review the Student Activity Information Form and the faculty evaluations in order to determine membership.
- **Section 3-** The selection of new active members shall be held during the third term of the subsequent school years after the selection of members in the inaugural year.

- **Section 4-** Candidates become members when inducted at a special ceremony.
- **Section 5-** Once selected and inducted, all members are expected and required 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 the chapter advisor.
- **Section 7-** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership into the Waukee High School 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 in order to retain his or her membership.

#### Article IV: Discipline and Dismissal

- **Section 1-** Any member who falls below the standard of scholarship, leadership, character, or service will be afforded due process and may have a range of consequences ranging between a written warning and dismissal from the Waukee High School Chapter of the National Honor Society. A member of the National Honor Society is expected and required to maintain his or her academic standing, take an active role in service and leadership to his or her school and community, and to exhibit positive character traits.
- **Section 2-** If a member's cumulative GPA falls below the standard in effect of 3.5 with no D's or F's after he or she was selected, he or she will be given a written warning and one term (9-weeks) to restore their record to required standards. If the cumulative GPA and grades issued per class remain below the set standard at the end of the warning period (one term), the student will be subject to further disciplinary action by the Faculty Council which may include dismissal from the chapter.
- **Section 3-** If a member fails to perform any of the published obligations of membership, he or she will be given 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 (including Good Conduct Violations, as per Waukee CSD policy) can result in dismissal of a member. These violations include, but not limited to, DWI; stealing; assault; destruction or vandalism of property; possession of any type of weapon on school property; possession, selling or being under the influence of illegal drugs or alcohol, truancy; bullying, or cheating.
- **Section 5-** Offenders of the school disciplinary code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, dress code infractions, etc) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of school conduct code, the member may be considered for dismissal.
- **Section 6-** In all cases pending dismissal:
  1. The member will receive written notification indicating the reason for possible dismissal from the advisor or Faculty Council. The member and advisor 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.
  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 the member.
  3. The results of the Faculty Council vote will be reviewed by the principal then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the advisor.
  4. The Faculty Council's decision may be appealed to the building principal and afterwards through the school's discipline policy.
  5. When a student is dismissed for any reason, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society. If a student independently resigns

from the National Honor Society, he or she may not be reconsidered for future 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 V: Officers

- **Section 1-** The officers of the chapter shall be president, vice president, secretary, and treasurer. Additional officers will be maintained at the discretion of the Waukee High School National Honor Society Chapter Advisor.
- **Section 2-** Student officers shall be elected at the initial meeting of each school year. 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 3-** 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 4-** The following duties should reflect the responsibilities developed for officers in the Waukee High School Chapter.
  1. It shall be the duty of the president to preside over the meetings for the Waukee High School Chapter.
  2. The Vice President shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
  3. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.
  4. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the Waukee High School Chapter.
- **Section 5-** In the case that a student officer is unable to complete his or her duties due to a dismissal, resignation, or student withdrawal from Waukee High School High School the student will need a replacement appointed. The Faculty Council of the Waukee High School Chapter will appoint a current member to fill the vacant position until the end of the current school year.

#### 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 all Waukee High School Chapter members shall be conducted once per month.
- **Section 2-** This chapter shall conduct its meetings according to *Robert's Rules of Order*.
- **Section 3-** All chapter members are expected to attend all regularly scheduled chapter meetings.
- **Section 4-** Nonattendance at chapter meetings may result in disciplinary action or dismissal decided upon by the Faculty Council. Acceptable excused absences are:
  - a. Illnesses confirmed with a note from a parent or doctor
  - b. Doctor, dentist, or optometrist appointments confirmed with a doctors note.
  - c. School sponsored activities such as sports, field trips, musical groups, etc.

#### Article VIII: Activities

- **Section 1-** The Waukee High School Chapter shall determine one or more service projects for each year.
- **Section 2-** All members are required to regularly participate in these projects. If a member chooses not to participate, disciplinary action may be taken which may include dismissal from the Waukee High School Chapter.

- **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 that 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 shall contribute.
- **Section 5-** The Waukee High School Chapter shall publicize its projects in a timely and positive manner.

#### Article IX: Emblem

- **Section 1-** Each member of this chapter who is in good standing with regard to the membership standards and 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 Waukee High School Chapter shall return the emblem of the chapter. If a member has purchased items including the emblem on their own, those items are still required to be surrendered to the Waukee High School Chapter and that student shall be reimbursed for those items if proof of cost is presented to the Faculty Council or principal.
- **Section 3-** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted by Waukee High School High School at their graduation ceremony.

#### Article X: Dues

- **Section 1-** There shall be no annual dues to become a member of the Waukee High School Chapter of the National Honor Society.
- **Section 2-** In the future, if a membership due is required, fees will be payable to Waukee High School High School within 60 days of induction. Payments will be reported to the chapter treasurer to keep current records of.

#### Article XI: Powers

- **Section 1-** The chapter advisor 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 of the National Honor Society and cannot contradict any components thereof. The Waukee High School Chapter is obligated to adhere to the provisions of the national constitution in all activities that it undertakes.

#### Article XII: Amendments

- **Section 1-** These bylaws may be amended by a two-thirds vote of the chapter, provided that 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.

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