

By-Laws
of the
Cum Laude Chapter
of the
National Honor Society
of
Dundee Community High School

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Article 1 – Name and Purpose

- Section 1. The name of the chapter shall be the Cum Laude Chapter of the National Honor Society of Dundee Community High School.
- Section 2. The purpose of this chapter shall be to promote scholarship, leadership, the desire to render service, and the development of character in students of Dundee High School.

Article 2- Membership

- Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have a responsibility to continue to demonstrate these qualities.
- Section 2. Candidates become members when inducted at a special ceremony held in spring of each year.
- Section 3. Members who resign or are dismissed are never again eligible for membership or its benefits.
- 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 and/or advisor.
- Section 5. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter if he/she provides a letter from the previous school's principal or advisor confirming his/her membership status. The transfer member must maintain the membership requirements from this chapter in order to retain his/her membership.

Article 3 – Selection of Members

- Section 1. To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Dundee High School the equivalent of one semester.
- Section 2. Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society.
- Section 3. Candidates must have a cumulative scholastic average of at least 3.5, beginning with the Class of 2002. Candidates shall then be evaluated on the basis of service, leadership, and character.
- Section 4. The criteria of service are defined in terms of contribution to the school, classmates, and the community. The student who serves must have shown active and consistent participation in school activities as well as outside volunteer activities.
- Section 5. The leadership criterion is considered highly important for membership selection. Students demonstrate this leadership by successfully holding offices or positions of responsibility in the school and the community. A leader exercises influence on peers in upholding school ideals. A leader is a positive role model in the classroom.
- Section 6. The student of character demonstrates the highest standards of honesty, responsibility, fairness, courtesy, tolerance, and cooperation. He does not cheat and shows unwillingness to profit from the mistakes of others. He complies with school regulations. The student of character is a positive role model both in school and in the community.
- Section 7. Students who are scholastically eligible for consideration will be notified in person by the chapter advisor. For consideration by the Faculty Council, students shall provide the following to the Chapter Advisor within 7 school days of notification of academic eligibility: The Student Activity Information Form signed by sponsors of activities and a letter to the Faculty Council stating why he/she feels she should be selected for membership. Students who do not return the Student Activity Information Form and the letter within 7 days will not be considered for membership by the Faculty Council. Students should understand that providing the above information does not guarantee membership.
- Section 8. The Dundee High School faculty and staff will receive a list of students academically eligible to be considered for membership and will be asked to comment on the leadership, service, and character of these students. These responses will be part of the recommendations used by the Faculty Council. The actual selections are made only by the five members of the Faculty Council.

- Section 9. After the selection meeting by the Faculty Council, the chapter advisor will inform each student of the decision of the Faculty Council. Juniors who are not selected will be encouraged to seek selection again the following year. No student will be allowed to submit supplementary material after the initial deadline as per Article 3, Section 6.
- Section 10. Actual selections are made by the five appointed members of the Faculty Council, as recommended by the national guidelines for selection. The Faculty Council is appointed annually by the principal, as per Article 5.
- Section 11. A description of the selection procedure shall be published in the Student Handbook.

Article 4 – Dismissal

- Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Dundee 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 community.
- Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was elected (3.5), he/she will receive a written warning. The student will be given one semester to raise the GPA to 3.5. If the student has not made the improvement within that time, he/she will be invited to present his/her case to the Faculty Council. A majority vote of the Faculty Council is required for dismissal.
- Section 3. A student in violation of the school conduct code (such as profanity, failure to comply, unexcused absences, chronic tardiness, etc.) will receive a written warning from the advisor. A conference may be requested by either party. If the member is involved in another violation of the school conduct code, the member shall be invited to present his/her case to the Faculty Council. A majority vote of the Faculty Council is required for dismissal. No written warning is required in the event of a flagrant violation of the school conduct code, as per Section 4.
- Section 4. Violation of criminal law or flagrant violation of school regulations will result in dismissal of the student, without warning, as per national guidelines. These violations include, but are not limited to, driving under the influence of alcohol, minor in possession, operating a vehicle under the influence, attendance at a party involving underage drinking, stealing, destruction of property, cheating, plagiarism, truancy, or possession, selling, or being under the influence of drugs or alcohol.

A student involved in such behavior will automatically be suspended from the National Honor Society until a full investigation occurs. If the Faculty Council decides that dismissal may be warranted, the member will be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing

with the Faculty Council. A majority vote of the Faculty Council is required for dismissal.

- Section 5. If a member wishes to present his/her case to the Faculty Council a mutually agreeable time and place will be decided upon. At this hearing the member has the opportunity to present his/her defense. The student may have a parent or guardian present at the hearing, but the primary focus of the hearing will be for the student to present his/her case. The Faculty Council will then vote on whether dismissal is warranted. A majority vote of the Faculty council is required for dismissal. A letter of dismissal will be sent to the principal, student and parents if the student is dismissed. Dismissed members must surrender any member's emblems to the advisor.
- Section 6. A member who has been dismissed may appeal the decision to the principal. Appeals of dismissal are to be handled in the same fashion as disciplinary appeals in the District, first to the building principal, then to the superintendent, then to the Board of Education.

Article 5 – Faculty Council

- Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The principal or assistant principal shall not be a member of the faculty council.
- Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- Section 3. The chapter advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Article 6 – The Chapter Advisor

- Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.
- Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send the annual report to the national office.
- Section 3. The chapter adviser shall be regularly review each member for compliance with National Honor Society standards and obligations.
- Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter advisor shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Article 7 – The Principal

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Article 8 – The Officers

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected each spring from chapter members of the junior class, prior to induction. They shall hold office during their senior year. Once elected, the new officers will attend executive committee meetings for the remainder of the year.

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 president shall preside at the meetings, oversee all projects, and appoint committee chairpersons. The president is the chairperson of the Executive Committee.

Section 5. The vice-president shares the duties of the president. The vice-president shall also oversee publicity for the chapter.

Section 6. The secretary notifies the membership of the meetings, handles all correspondence, and keeps the membership and attendance records of the chapter.

Section 7. The treasurer keeps all the financial records of the chapter.

- Section 8. Should the President be incapacitated or otherwise unable to perform his/her duties, the Vice-president shall assume the position of President until such time as the President is able to return to his/her duties.
- Section 9. Should the Vice-President be incapacitated or otherwise unable to perform his/her duties, the duties of said office shall be divided among the remaining officers and/or chapter members at the discretion of the President.
- Section 10. Should the Treasurer or Secretary be incapacitated or otherwise unable to perform his/her duties, a temporary replacement may be appointed by a majority of the remainder of the Executive Council.
- Section 11. As a result of being elected to office it is understood that officers of the National Honor Society will be subject to an even higher standard of behavior than other members.
- Section 12. Should an officer's performance be questionable, a member or the chapter advisor has the right to bring a complaint against the officer before the general membership and Faculty Council. A two-thirds majority vote of the general membership and simple majority of the faculty council shall be required to remove an officer from his/her office. Vacancies shall be filled in the manner delineated above.
- Section 13. Should an officer violate criminal or civil law or be in flagrant violation of the Student Conduct Code, the Faculty Council has the right to remove the member from office or to dismiss the officer from the National Honor Society as per Article 4, Sections 4 and 5.

Article 9 – 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 review of the chapter members.
- Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.
- Section 4. Executive committee meetings are open to all members of the chapter, should they be interested in attending.
- Section 5. The chapter officers are the only voting members of the executive committee.

Section 6. Chapter by-laws will be reviewed annually by the Executive Committee. Amendments shall be approved as per Article 13.

Article 10 – Meetings

Section 1. The chapter shall have biweekly meetings. The time, dates and place shall be determined each fall.

Section 2. The by-laws will be reviewed and discussed at the first regular meeting following selection of new members.

Section 3. Student attendance at these meetings is mandatory. If a member misses three meetings without advance approval by the faculty advisor, the member will receive a written warning that the next absence will mean a recommendation of dismissal. On the 4th unexcused absence a meeting will be scheduled with the Faculty Council where the student will have the opportunity to present his/her case. A majority vote of the Faculty Council is necessary for dismissal.

Section 4. Special meetings approved by the executive committee may be called by the chapter president or other designated student leader.

Section 5. Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for by the chapter bylaws.

Article 11 – Activities

Section 1. The chapter shall determine two or more service projects for each year. All members must participate in all service projects.

Section 2. Each member shall choose and participate in an individual service project throughout the year. This in addition to the chapter projects.

Section 3. Failure to participate in all chapter service projects and one individual service project will result in consideration for dismissal by the Faculty Council.

Article 12 – Pins

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

Section 2. Any member who withdraws or is dismissed from the chapter shall return the pin, membership card and membership certificate to the chapter.

Article 13 – Amendments

The Constitution and By-Laws may be amended by a majority vote of the chapter at a regularly scheduled meeting, subject to the approval of the Faculty Council and the administration.

These by-laws are consistent with the Constitution of the National Council of the National Honor Society.