

LOMA LINDA ACADEMY

Eternal Principles, Intelligent Choices

CHAPTER BYLAWS

Loma Linda Academy Chapter of the National Honor Society

ARTICLE I: NAME

The name of this chapter shall be the Loma Linda Academy Chapter of the National Honor Society of Loma Linda Academy.

ARTICLE II: PURPOSE

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 character in students of Loma Linda Academy.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, by paying annual dues and participating in state functions when possible.

Section 3: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.
[For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: 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, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the Sophomore, Junior, or Senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Loma Linda Academy.
- c. **Scholarship:** Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- d. **Citizenship:** Must have an A/B (no more than 4 demerits in a year)
- e. **Service:** At least 200 hours of verified community service since the start of high school.*
***Covid-19 Ruling:** Due to the restrictions surrounding covid-19, the NHS faculty Council has reduced the community service hour requirement to **150 hours** for the Covid-19 time including the 2020-21, 2021-22 school years.
Service: Must have verified hours since the start of high school for membership; Sophomores must have 100 hours; Juniors must have 150 hours; Seniors must have 200 hours *(To maintain membership, sophomores and juniors must add 50 hours of service each year until they reach the 200 hours.)*
- f. **Leadership:** Must have acquired at least two points of leadership.
 - ❖ 1 leadership point is issued for every voted leadership position, publication editors, and varsity leadership.
 - ❖ ½ to 1 point is issued for church positions. VBS leadership , Pathfinder leadership, or camp counselor. Anything else not on this list will be considered on an individual basis.
 - ❖ ½ to 1 point for leadership in organizations like Key Club, Rotary, Kiwanis, Elks, Lions, etc.
- g. **Letters of Recommendation:** Each candidate must get two letters of recommendation from individuals outside the school as to their service, leadership, and citizenship in a church, community, or service environment. These cannot come from a parent or family member. There is an online recommendation form.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the first semester of the school year. This will be done in October as set by the school administration calendar.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information packet for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. Applicants must submit a written description for each leadership role, service activity, with contact information for verification.
- e. Two letters of recommendation from two adults who supervised you in a leadership role or a service activity. See article IV, g.
- f. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special induction ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically 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/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20.00. Dues will be payable to the chapter within 30 days of induction.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords at graduation.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer, parliamentarian, historian, and public relations officer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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. It shall be the duty of the **PRESIDENT** to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The **VICE PRESIDENT** shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The **SECRETARY** shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. They will make sure that the LLA NHS member signature book is signed by each member inducted into the LLA NHS association.

Section 7. The **TREASURER** shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. The **PARLIAMENTARIAN** will make sure that all meetings and business is operated according to *Robert's Rules of Order*.

Section 9. The **HISTORIAN** will make sure that all LLA NHS records, photographs, videos, and events are maintained according to National NHS guidelines.

Section 10. The **PUBLIC RELATIONS OFFICER** is in charge of making sure that all NHS activities are publicized to the school and parent communities. They will work with the LLA advancement department for design and approval assistance.

Section 11. Officers and the faculty adviser(s) shall collectively be known as the chapter's Executive Committee. The Executive Committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly while school is in session (August through June). There will be special meetings when planning the induction or other activities. Special meetings can be called by the president with approval of the adviser.

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

Section 3. Members are expected to attend all chapter meetings to maintain membership.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more group service projects for each 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 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 adviser. This is in addition to the chapter projects to which all members contribute. These activities will be approved by the adviser in advance.

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

Section 6. The chapter will sponsor and help run the annual campus blood drive.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Loma Linda Academy chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5 gpa), he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). 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 or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for 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 XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws 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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on 15th Day of September 2021