



By Laws of the Keith Chapter of the National Honor Society

Article 1

Name and Purpose

Section 1. The name of this chapter shall be the Keith School Chapter of the National Honor Society of Secondary Schools.

Section 2. The object 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 Keith Country Day School.

Article II

Membership

Section 1. 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 2. Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.

Section 3. To be eligible for selection to membership in this chapter, the candidate must be a junior or a senior and have been in attendance at Keith Country Day School for one year.

Section 4. Candidates eligible for election must meet the requirements of the Faculty Council's Selection Criteria.

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 Head of School. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the candidate's record shall be reviewed to verify eligibility.

Section 3. The selection of active members shall be made at least once a year, in the first semester of the school year.

Section 4. Alternate or additional selection periods may be added as deemed fit by the chapter and the Faculty Council.

Section 5. An active member of the National Honor Society who transfers to Keith Country Day School will be automatically accepted for membership in this chapter. The transfer member will attain within one semester and then maintain the membership requirements for this chapter in order to retain his/her membership.

Article IV
Dismissal

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service as set by the Faculty Council's Selection Criteria may be dismissed from the Keith School chapter of the National Honor Society. A member of the NHS is expected to maintain an active role in service and leadership to his/her school and community.

Section II. If a member's cumulative grade point average falls under the standard set by the Faculty Council's Selection Criteria, that member will be given a written warning and a time period for improvement. If the cumulative grade point average remains below the aforementioned standard at the end of the warning period, the student may be dismissed from the chapter.

Section III. Any violation of criminal law or school regulations can result in the dismissal of the student from the chapter.

Section 4. Offenders of the school conduct code and the school Honor Code will receive written warning notification. A conference may be requested by either party (Faculty Council and/or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 5. Any member whose personal conduct is questionable in accordance with the accepted norms of student behavior may be dismissed by the Faculty Council.

Section 6. In the case of pending dismissal:

- a. The member will receive written notification of the reason for possible dismissal from the adviser/Faculty Council. The member and adviser 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 Head of School, student and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the adviser.
- d. The member may appeal the Faculty Council's decision to the Head of School.
- e. When a student is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Article V
Officers

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

Section 2. A majority vote will 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 3. It shall be the duty of the president to preside at the meetings for this chapter.

Section 4. The vice president shall preside in the absence of the president.

Section 5. The secretary/treasurer shall keep the minutes of the meetings, be responsible for correspondence and keep record of all financial affairs.

Article VI

Activities

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

Section 2. All members shall regularly participate in the planning and execution of 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. The chapter shall publicize its projects in a positive manner.

Article VII

Meetings

Section 1. Meetings of this chapter shall be set by the members of the chapter and the chapter adviser at mutually acceptable times.

Section 2. The chapter shall meet for at least the minimum requirement of meetings as set by the National Honor Society.

Section 3. These meetings shall be informal and do not necessarily follow Robert's Rules of Order.

Article VIII

Emblems

Section 1. Each member 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 IX

Amendments

Section 1. These by-laws may be amended by a $\frac{2}{3}$ vote of the chapter, provided notice of the proposed amendment has been given to the members at least one week prior to the vote. The exceptions are Articles II-IV, which are developed by the Faculty Council with the approval of the Head of School.

Section 2. By-laws and the amendments must be consistent with and must never conflict with the Constitution of the National Honor Society or the wishes of the Faculty Council.

The Keith School Chapter of the NHS By-laws were first approved on May 15, 1998 with the blessing of Chapter Advisor: Sally Hoff.

Revised: April 20, 1999. Chapter Advisor: Sally Hoff

Revised: December 10, 1999. Chapter Advisor: Sally Hoff

Revised: October 27, 2014. Chapter Advisor: Anne Ikenberry