

CONSTITUTION OF THE J.J. WIGGINS CHAPTER
OF THE
NATIONAL HONOR SOCIETY
LYNCHBURG, OHIO

Article I

Name and Purpose

Section 1. The name of the chapter shall be the J. J. Wiggins 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 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 all students of the Lynchburg-Clay High School.

Article II

Membership

Section 1. Membership in this chapter shall be based upon scholarship, service, leadership, and character.

Section 2. Membership of this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at graduation.

Section 3. To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school.

Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum scholarship average of 3.5. 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 election to membership. Their eligibility shall then be considered on their service, leadership and character.

Article III

Election of Members

Section 1. The election of members to this chapter of the National Honor Society shall be by a chapter council; in no case should there be fewer than five teachers, who are to be chosen by the principal.

Section 2. Any member of the faculty may propose to the council the names of students eligible for membership in the chapter.

Section 3. Any member who falls below the standards which were the basis of his election shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as basis for his election to the Society, his case shall be passed upon by the faculty council. A National Honor Society member must maintain the standards for membership in order to retain his membership. A member will be allowed only one warning period. Once a member is dismissed, he is never again eligible for membership in the National Honor Society.

Section 4. When a member is dismissed, he must be notified in writing and his emblem and membership card returned to the advisor or principal. Notice of his dismissal must be indicated on the annual report submitted to the national secretary at the end of the school year.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his membership and signed by the principal.

Section 6. 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 must maintain the membership requirements for this chapter in order to retain his membership.

Article IV Officers

Section 1. The officers of this chapter shall be a president, vice-president, secretary treasurer, historian, and parliamentarian

Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.

Section 3. The advisor shall be the duty of the president to preside at the meeting of this chapter.

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

Section 5. The chapter secretary shall keep the minutes of meetings, a record of all business, and all records on file. He shall, with the approval of the principal or advisor, certify to the national secretary of the National Council the names of all members for the current school year on the annual report submitted to National Headquarters.

Section 6. The treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accord with school regulations.

Section 7. The historian shall keep a scrapbook of the organization's activities throughout the year.

Article V
Executive Committee

Section 1. The executive committee shall consist of five members of the chapter council and the officers of the chapter.

Section 2. The executive committee shall have general charge of the meeting and business of the chapter, but any action on the part of the executive committee may be subject to the review of the chapter.

Section 3. All accounts of the treasurer must be audited annually by an auditing committee appointed by the executive committee of the chapter.

Article VI
Supervision

Section 1. The activities of this chapter shall be subject to the approval of the principal.

Article VII
Meetings

Section 1. The regular meetings of this chapter shall be held monthly during the school year on days designated by the executive committee and approved by the principal.

Section 2. The officers of the chapter shall be elected at the last regular meeting of the year.

Section 3. Special meeting, approved by the executive committee, may be called by the president.

Section 4. All meetings shall be open meetings and shall be held under the sponsorship of the principal or some member of the faculty selected by him.

Section 5. This chapter shall conduct its meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in the constitution of this chapter.

Article VIII
Emblems

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

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

the emblem. (See Article III, Section 4.)

Section 3. Each member agrees that, whether the emblem comes to him as a gift, a personal purchase, an award or from whatever source, the title to the emblem (shall) rest(s) with the chapter of which he is a member. The faculty council can, therefore by a majority vote, request that any member return the emblem. In the case where the emblem can be shown to have been a personal purchase of the original cost of the emblem upon its surrender. Furthermore, each member agrees that his acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.

Section 4. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, Virginia 22091. All insignia are registered in the United States Patent Office, and cannot be duplicated by anyone.

Article IX

Dues

Section 1. Annual dues for each member shall be ten dollars (\$10.00) to be paid within the first quarter of membership. The amount shall be subject to the approval of the executive committee of the chapter.

Article X

Dismissal

Section 1. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws a member does not necessarily have to be warned.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

Section 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

Article XI
Amendments

Section 1. This constitution may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has be approved by the chapter's executive committee and by the national secretary of the National Honor Society and that notice to members has been given at least one month prior to the meeting at which it is to be voted upon.

National Honor Society
J.J. Wiggins Chapter
By-Laws

1. Eligibility

- a. To be eligible for membership a student must have completed at least the minimum number of credits to be classified as a junior.
- b. All classes will be used to compute the grade point average used as a basis for eligibility.

2. Selection Process

- a. The selection committee will be composed of the Principal, the Advisor, and all full time faculty who have had the opportunity to become well acquainted with the eligible students. These teachers will be selected by the Principal.
- b. All academically eligible students will be given an information form to be completed and returned to the Principal or Advisor. Failure to complete and return this form will signify a lack of interest and will terminate consideration of the student.

3. Selection Guidelines

- a. Character - has desirable qualities of personality; upholds principles or morality and ethics; demonstrates honesty and reliability; shows courtesy, concern and respect for others.
- b. Service - maintains a loyal school attitude; participates in some outside activity; volunteers dependable and well-organized assistance; works well with others.
- c. Leadership - proposes new solution, applies principles, and makes suggestions; is able to delegate responsibility; exemplifies positive qualities; successfully hold school office or position of responsibility; demonstrates leadership in classroom, at work, and in school activities.

4. Maintenance of Membership

- a. All members will be required to actively participate in any projects that are undertaken by the group. This includes all students who take classes outside the high school building. Students who fails to participate will be placed on nine weeks probation during which time they are expected to maintain satisfactory participation as determined by the advisor. Failure to

maintain satisfactory participation will result in termination of membership.

b. In order to maintain good standing the Lynchburg-Clay National Honor Society, students must:

- Volunteer to serve on at least one committee throughout each year of membership
- Volunteer for one: Special Olympics, Habitat for Humanity, Walk America / March of Dimes, etc.
- Work *at least* one basketball game – admissions, split the pot, or raffle
- Seniors must work at least one volleyball game (volleyball players are of course exempt)
- participate in some capacity in any fundraising activity that earns money for chapter activities
- participate in any fundraising activity that earns money for foundations that our Chapter supports such as the Make-A-Wish Foundation
- attend all chapter meetings
 - If a student must attend a different meeting that student must *personally* seek out advisor prior to the meeting and obtain any materials or information that was distributed during the missed meeting
- All Laurel Oaks and post-secondary students are held to the same standards. Though they will likely be unable to attend chapter meetings, it is the student's responsibility to check with the advisor *at least* once a month to stay up to date with projects, etc. Each Oaks/post-secondary student must stay informed of volunteer opportunities and see that they meet volunteering requirements including working at volleyball and basketball games

c. Students must maintain an overall 3.5 grade point average for all classes taken. If grade point average falls below a 3.5 students will be placed on probation for one term or college quarter. In order to terminate probation, the student must achieve a 3.5 GPA for the following grading period(s) until the overall GPA of 3.5 is attained.

d. No student will be permitted more than one probationary period during their membership.

5. Demerits

a. As members, students have the responsibility to uphold the pledge they take when they are inducted. Students must continue to demonstrate the qualities of Scholarship, Leadership, Character, and Service. This system of demerits addresses the unfortunate infractions that may occur pertaining to character, leadership, and service.

b. Students that commit any of the following infractions will incur one demerit for each offense:

- Detentions for behavioral issues

- Failure to attend an event for which one has volunteered and **neglecting to find a substitute**.
- Failure to attend chapter meetings without prior contact with the advisor
- Failure to volunteer for at least four projects or events throughout a school year
- Failure to participate **in some capacity** (selling products, collecting/counting money, sorting products, creating advertisements/poster boards to hang in school, etc.) in fundraisers (cookie dough, pretzels, candles, raffle, scratch-off cards, etc.) that raise money for chapter activities or for the foundations we support

c. Consequences will be as follows:

- One demerit will serve as a warning; a letter of notification will be sent to parent/guardian
- If a student incurs two demerits they will be required to complete 5 community service hours approved by the advisor; a letter of notification will be sent to parent/guardian
- Three demerits will result in a probationary period of one academic quarter (nine full weeks from the time of the infraction) during which time the student will not be permitted to attend reward activities such as the spring trip and they will be required to complete 10 community service hours approved by the advisor; a meeting will be held with student, parent/guardian, principal, and advisor present
- Four demerits results in dismissal from the chapter

6. Dismissal

- a. Students will receive a warning for failing to maintain the standards by which they were selected for membership. The warning shall be in the form of a letter from the Chapter Advisor. A copy of the letter will also be sent to the parents of the member.
- b. Failure to maintain the required academic standing will result in the member being placed on probation for a period of one quarter. If, at the end of that quarter, the deficiency has not been corrected, the Chapter Advisor may initiate dismissal proceedings.
- c. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. After being notified by hand-delivered letter of the initiation of dismissal proceedings, it is the responsibility of the member to contact the Chapter Advisor within five school days to schedule a mutually convenient meeting time. (The parent/guardian will be notified by mail.) After five days, the Chapter Advisor may choose to continue with dismissal proceedings without the aforementioned hearing.
- d. The Faculty Council shall meet, in closed session, to discuss the details of the pending dismissal and vote on whether or not to dismiss the member.
- e. The decision of the Faculty Council will be communicated in writing to the member, the parents of the member, the Lynchburg-Clay High School Principal, and the National Secretary of the National Honor Society.
- f. The member may appeal the Faculty Council's decision to the Lynchburg-Clay High School principal.

- g. Students who are dismissed are never again eligible for membership in the National Honor Society.
- h. Resignation from the Lynchburg-Clay High School Chapter of the National Honor Society shall be done in writing. Verbal resignations are insufficient to terminate membership.

Revised May 2009