



KNIGHTSTOWN COMMUNITY HIGH SCHOOL

HOME OF THE PANTHERS

Steve Wherry
Principal
Neil Linville
Assistant Principal
Matt Martin
Athletic Director

Kristen Hochgesang
Guidance Director
Kami Doubman
Guidance Secretary
Tracie Smith
Corporation Nurse

Kayla Chew
Attendance Secretary
Andrea Sharp
Treasurer/Secretary
Tracy Fields
Athletics Secretary

Chapter Bylaws
of the
Knightstown High School Chapter
of the
National Honor Society
Adopted: [August 2020](#)

ARTICLE I: NAME

The name of this chapter shall be the Knightstown High School Chapter of the National Honor Society of Knightstown High School.

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 Knightstown High School.

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, Indiana, 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. [\[Note: Local advisers should confer with the principal and or school system representatives regarding the inclusion of the language from this section to be certain it conforms to existing local and state policies.\]](#)



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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 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 Knightstown High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.3 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

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.

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 form and application for further consideration.
- c. Candidate information form and applications must be fully completed with no part left blank; applications must be typed, must have applicant name printed and signed and parent/guardian name printed and signed in blue or black ink where required; and finally, application must be returned and received by one of the two sponsors on the due date and time requested. No late applications will be considered.



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- d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- e. The faculty council shall review the candidate information forms, faculty input, applications 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 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 \$10, paid at \$5 per semester. 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 or other insignia adopted at graduation.

Section 5. Students must be in full compliance with KHS drug, alcohol, and tobacco policies.

Section 6. Students must remain in compliance with KHS school rules/classroom rules, local laws, state laws, and federal laws. Students with discipline referrals or law violations may be subject to disqualification or dismissal.

Section 7. All members must donate ten canned goods per semester for the local food bank.

Section 8. Penalty for late dues, cans, hours, and/or activity points will result in an additional \$5 donation to our NHS fund*.



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*If a student is not able to pay the dues or donate cans he or she needs to let a sponsor know and provisions will be made.

Section 9. Community Service/Activity Points:

- a. Service hours (the number of hours will be determined based on the CDC guidelines due to COVID-19) must be complete with verifiable non-profit organizations.
- b. These hours cannot be performed for a family member, family business, or for-profit organization.
- c. Students cannot be absent from school to perform this community service unless it is a school organized service project or working at the election polls. One may earn a maximum of three service hours working election polls.
- d. A letter from the adult sponsor of the organization in charge of directing your service is required to earn credit for NHS. The letter should be on the organization's official letter head and should include verifiable names, phone numbers, and signatures.
- e. Community service hours must be approved by the NHS Sponsor. If hours are not approved upon submission, the member must complete the non-approved hours within a determined extended time frame or be subject to automatic dismissal. If hours are not submitted at all by the set due date and time to the President of NHS, members may be subject to disciplinary actions.
- f. Examples of possible community service include, but are not limited to: church activities, Relay for Life, Cheer Guild, nursing homes, soup kitchens, food banks, hospitals, community-clean up, etc. Examples of school service hours includes: Working the concession stands, as long as it is for another group for which you **are not** a member. **Helping the local classroom teachers' association work concessions as it tries to earn money to go toward its student scholarship fund, or helping sports boosters and music boosters earn concession stand funds, when one doesn't play a sport or is not involved with music programs is acceptable; but if one is a member of the class, club or organization working the concessions to raise money for it, then volunteering to work concessions does not count.** Members may also earn school hours by assisting teachers with organization (**No TA**), clean up, of classrooms or school grounds, non-paid tutoring, elementary or intermediate school activities. School hours must be verified by a school administrator, faculty, or staff member.
- g. Two activity points maximum are earned for each year of participation in FFA, class officer, Panther Athletic Council, and KHS Student Council.
- h. Two activity points maximum are earned for each season of participation in school sponsored athletics, including serving as a team manager.
- i. Two activity points maximum are earned per year per each of the other school-sponsored activities for which one is involved, such as other KHS clubs, committees, and organizations.
- j. Activities outside of KHS may earn half an activity point per semester of participation (i.e. travel sports, volunteer optimist or little league coach, Hoosier Boys/Girls State, Richard Lugar Leadership Symposium, etc.) Extra community service above the requirement can be converted to activity points at the rate of one activity point for every additional ten hours of service.
- k. Sponsors/coaches may award fewer than the maximum points depending on involvement; activity points must be verified with signatures of sponsors/coaches.



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**Due to the ongoing pandemic activity point and service hours will be subject to change. At the time of writing the bylaws we are unsure of what our students will be allowed to do.

ARTICLE VII: OFFICERS

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

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.

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

Section 8. 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. 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.

Section 4. Tardies and Absences

- a. If a member is five or more minutes late to a meeting, he/she is considered tardy.
- b. If a member is more than ten minutes late to a meeting, he/she is considered absent.



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- c. Two tardies is considered one absence.
- d. Three absences will result in being placed on probation.
- e. Please inform the president and/or secretary through letter, email, or text as to why one is tardy or absent. Please be mindful that not all reasons will be excused.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more 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.

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

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 Knightstown High School 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 3.3, 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



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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 a [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 [\[Insert date\]](#): [\(Indicate date of last approved revisions\)](#)



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Signatures/Names of the Chapter President, Secretary, Adviser, and Principal



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