

2020-2021
JSerra Catholic High School
National Honor Society
Chapter Bylaws

Article I: Name and Purpose

Section 1: The name of the chapter shall be the JSerra Catholic High School National Honor Society.

Section 2: 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 at JSerra Catholic High School.

Article II: Membership

Section 1: Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2: Membership in this chapter is an honor bestowed upon deserving students by the faculty; membership is based on the criteria of scholarship, service, leadership, and character.

Section 3: Eligibility

- a. Candidates eligible for election 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 in attendance for a period of one full year at JSerra Catholic High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative academic weighted GPA of 4.0 on a weighted scale. This scholastic level of achievement shall remain fixed, and be the required minimum level scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. In cases where an active member's candidacy has been admitted using a different GPA, consideration for membership will be based upon the continuation of said GPA.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
 1. Service is considered to be those actions undertaken by the student on behalf of others without any direct financial or material compensation or any institutional or corporate accreditation to the individual performing the service.
 2. Leadership is the ability to have vision, define a purpose, and motivate others to action.
 3. Character is described as a person who demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. Note: Any academic integrity issues or other serious disciplinary measures show a lack of individual character and will automatically result in immediate removal from the chapter and from any further consideration.

Article III: Selection of Members

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of faculty members appointed by the Head of Student Affairs. The chapter adviser shall be the fourth, nonvoting, ex officio member of the Faculty Council.

Section 2: Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection and to write an essay discussing their qualities and desire for admittance.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations of each candidate in order to determine membership. Evidence of students' character, citizenship, and leadership will be evaluated to determine qualifications for membership. Any disciplinary measures will result in immediate disqualification of the student's application with no further consideration.

Section 3: The selection of all members shall be held once a year during the second semester of the school year. All applications must be complete and received by the NHS adviser at the indicated time of the preceding year to be considered for candidacy. Incomplete forms will not be considered.

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

Section 5: Once selected and inducted, all members are expected to maintain all obligations of membership.

Section 6: An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership which is signed by both the Head of Student Affairs and the chapter adviser.

Section 7: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. Appropriate and timely documentation must be provided to ensure acceptance into the 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 or her membership.

Article IV: Discipline and Dismissal

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service will be considered for dismissal from the JSerra Catholic High School National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and to take an active role in service and leadership to his or her school and community.

Section 2: If a member's cumulative academic weighed GPA falls below the standard in effect when he or she was selected, he or she will be given a written warning and a time period for improvement. If the cumulative academic GPA remains below standard at the end of the given time period, the student will be subject to further disciplinary action by the Faculty Council; this action will include consideration of dismissal from the chapter.

Section 3: If a member fails to perform any of the published obligations of membership (see attached membership obligation list), and he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council which will result in dismissal from the chapter.

Section 4: Flagrant violation of the law or school regulations will result in immediate dismissal of a member. These violations include, but are not limited to DWI; MIC; stealing; destruction of property; cheating or plagiarism; truancy; possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 5: Offenders of the school conduct code (such as using profanity, failure to comply, unexcused absence, excessive tardiness, et cetera) will receive written warning notification. If the member is involved in another violation of the school conduct code, the member will be dismissed from the chapter.

Section 6: In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser will discuss the written notification in a conference.
 1. Situations that involve flagrant violations of school rules or the law will warrant disciplinary action without a written warning.
- b. The member will be given the opportunity to respond to the charge against him or her within an allotted time period to the Faculty Council prior to the vote on dismissal. 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 reviewed by the Head of Student Affairs and then, if confirmed, expressed in a letter sent to the student, parents, and Head of Student Affairs. Dismissed members must surrender any membership emblems or pins to the adviser.
- d. The Faculty Council's decision may be appealed to the Head of Student Affairs. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as they deem appropriate.

Article V: Officers

Section 1: The officers of this chapter shall be president, vice president, secretary/public relations officer, treasurer, historian, and international student officer.

Section 2: Student officers shall be elected at the first meeting of the school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

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: It shall be the duty of the president to preside at the meetings for this chapter.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' attendance and contributions to leadership and service. In the event that the president cannot fulfill his duties, the vice president will step up to the position of president and the faculty adviser will select a new vice president.

Section 6: The secretary/public relations officer shall distribute meeting agendas, keep and distribute the minutes of meetings, shall be responsible for all official chapter correspondence, and shall create press releases about chapter activities for publication in various media.

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

Section 8: The parliamentarian shall be responsible for maintaining and instructing the chapter in proper parliamentary procedure for all meetings.

Section 9: The international student officer shall be the liaison between the international community and its members and communicate with adviser about current activities concerning the international community.

Section 10: In the event that an officer cannot fulfill his or her duties through the course of a school year, the chapter adviser will select an appropriate replacement.

Article VI: Executive Committee

Section 1: The executive committee shall consist of the faculty adviser 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 the review of the chapter members and chapter adviser.

Article VII: Meetings

Section 1: Meetings of this chapter shall be held monthly during lunch. Sometimes it may be necessary to hold meetings before or after school; when this happens, members will have at least two weeks' notice of said meetings.

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

Section 3: All chapter members are expected to attend all regularly scheduled meetings. Members who will be unable to attend a regularly scheduled meeting must contact the chapter adviser and the vice president in advance with their reasons for nonattendance.

Article VIII: Activities

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

Section 2: All members shall regularly participate in service projects. Members are expected to participate in a minimum of two chapter projects/cultural events and to submit a minimum of ten NHS volunteer hours in addition to those submitted for pathway completion. NHS volunteer hours must be submitted to the chapter adviser via X2Vol on a timely basis. Second semester hours must be submitted before May 1st if the member intends to wear the NHS honor cord at graduation.

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 may choose to participate in an individual service project that reflects his or her particular talents and interests as approved by the chapter adviser for a portion of NHS service hours. This project, however, must be completed on behalf of others without any direct compensation or benefit.

Section 5: The chapter shall publicize its projects in a positive manner. This will be the responsibility of the secretary/public relations officer.

Article IX: NHS Pendant Stole

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the stole adopted by the National Honor Society at graduation.

Section 2: Any member who withdraws, resigns, dismissed or inactive from the chapter shall not have the privilege of wearing a graduation NHS Pendant Stole.

Article X: Dues and Other Expenses

Section 1: Dues for this chapter shall be an annual payment of \$75 and submitted online under NHS contract.

Section 2: Dues will be payable to the chapter treasurer within 30 days of induction.

Article XI: Powers

Section 1: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the Head of Student Affairs.

Section 2: The Head of Student Affairs shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

Article XII: Amendments

Section 1: These bylaws may be amended by majority vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote and quorum of membership exists at the meeting where voting takes place. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2: Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Updated
12 March 2020

Signatures:

President

Secretary

Adviser

Vice Principal of Student Life