

2023-2024  
JSerra Catholic High School  
National Honor Society  
Chapter Bylaws ( revised  
March 2023)

**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 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. Students will be screened annually to determine academic eligibility. Upon acceptance into NHS, continued eligibility will be determined at the end of each semester.
- 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. This includes, but is not limited to, impropriety as well as conflict of interest in both academic and personal environments, as deemed such by JSerra Catholic High School.. 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 and Staff Council consisting of faculty and staff members appointed by the Vice Principal. The chapter adviser shall be the fourth, nonvoting, ex officio member of the Faculty and Staff 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 then be screened for further consideration according to 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 and Staff 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 held during the first semester of the new school year.

**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 Vice Principal 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 and Staff Council shall grant to the transferring member one semester to attain the membership requirements, and thereafter, this member must maintain those requirements, including academic eligibility 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. Additionally, students must adhere to common standards of ethics and behavior as set forth by JSerra Catholic High School as he/she is a reflection of the both the school and the surrounding 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 and Staff 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 and Staff 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, violating JSerra's Code of Behavior, or being under the influence of drugs or alcohol at school or school-related activities.

**Section 5:** Offenders of the school conduct code displayed in either an academic setting or within a personal environment (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 and Staff 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, such as integrity or cheating issues of any kind, 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 and Staff Council prior to the vote on dismissal. The Faculty and Staff Council will then vote on whether to dismiss. A majority vote of the Faculty and Staff council is needed to dismiss any member.
- c. The results of the Faculty and Staff Council vote will be reviewed by the Vice Principal and then, if confirmed, expressed in a letter sent to the student, parents, and the Vice Principal. Those dismissed must surrender any membership emblems or pins to the adviser.
- d. The Faculty and Staff Council's decision may be appealed to the Vice Principal. 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 and Staff 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 Academic Liaison Officer.

**Section 2:** Student officers must recognize that as a leader in the JSerra Catholic High School's National Honor Society Chapter, they become a reflection of the school and the community with which they belong. As such, the student will strive to act in such a way that avoids apparent impropriety and conflict of interest to the school and its environs. This includes but is not limited to refraining from participating in lewd or inappropriate behavior, conduct, or speech both in academic and personal settings.

**Section 3:** 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 4:** A majority vote shall be necessary to elect any officer of this chapter. All officer selections will then be approved by the NHS advisor, the NHS Faculty and Staff Council, and the JSerra Administration for final approval.

**Section 5:** It shall be the duty of the President to preside at the meetings for this chapter.

**Section 6:** 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 7:** 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 8:** The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.

**Section 9:** The parliamentarian shall be responsible for maintaining and instructing the chapter in proper parliamentary procedure for all meetings.

**Section 10:** The athletic liaison officer shall be the liaison between the athletic community and its members and communicate with the NHS adviser and its officers about current activities concerning the athletic community.

**Section 11:** In the event that an officer cannot fulfill his or her duties or has been deemed unworthy 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 1<sup>st</sup> 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 Vice Principal.

**Section 2:** The Vice Principal 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 and Staff Council with the approval of the principal.

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

Updated  
10 March 2023

Signatures:

\_\_\_\_\_  
President

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Secretary

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Adviser

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Vice Principal