

Bylaws of the Carondelet Chapter of the National Honor Society

Article I: Name and Purpose

Section 1. The name of this chapter shall be the Carondelet Chapter of the National Honor Society of Saint Joseph High School.

Section 2. The objectives of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service to the school and the community at large, to promote leadership, and to encourage the development of character in the nation's secondary school students.

Article II: Governance Personnel

Section 1. National Council. Refer to the National Honor Society (NHS) website for a comprehensive description.

Section 2. Principal. The principal has the right to approve all activities and decisions of the chapter, including the selection and dismissal of members. The principal works closely with the chapter adviser and the Faculty Council and shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

Section 3. Chapter Adviser. The chapter adviser shall be a faculty member of the school who has faith in the abilities of young people and is willing to spend time with them to develop their potentials. The adviser approves chapter activities, maintains chapter records, and attends all meetings and functions. The adviser shall also be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 4. Faculty Council. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser works with the Faculty Council in selecting, disciplining, or dismissing members.

Article III: 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 on deserving students by the faculty and shall be based on the following four areas: scholarship, service, leadership, and character.

Scholarship: Cumulative GPA of 3.8 or higher

Service: Service at school and in the community beyond the required hours for Christian Service

Leadership: Leadership at school and/or in the community

Character: Honorable behavior at school and in the community

- 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 in attendance for a period of one semester at Saint Joseph High School.
 - c. Candidates eligible for selection to this chapter shall have a minimum cumulative GPA of 3.8. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of 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.
 - d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their Service, Leadership, and Character.

Article IV: Selection of Members

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members, appointed by the principal. The chapter adviser shall be the sixth, nonvoting 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 (SAIF) for further consideration for selection.
 - c. Specific faculty members, named by the student on her SAIF, may be requested to evaluate a candidate in order to assist the faculty council in determining a candidate's level of Service, Leadership, and/or Character.
 - d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations (if used) in order to determine membership.

Section 3. The selection of new active members shall be held once a year during the first semester of the school year.

Section 4. The principal will approve members selected by the faculty council prior to publication of the selection decisions.

Section 5. Candidates become members once they have been inducted at the formal NHS Induction Ceremony.

Section 6. Once inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 7. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of her membership and signed by the principal or chapter adviser.

Section 8. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership to this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements of Saint Joseph High School and, thereafter, this member must maintain those requirements in order to retain her membership.

Article V: Discipline and Dismissal

Section 1. Any member who falls below the standards of Scholarship, Service, Leadership, and/or Character may be considered for dismissal from the Carondelet Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain her academic standing and take an active role in service and leadership to her school and community.

Section 2. If a member's cumulative GPA falls below the standard in effect when she was selected, namely, a GPA of 3.8, she will be given a written warning and a one-semester time period for improvement. If the cumulative GPA remains below standard at the end of the one-semester warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3. If a member fails to perform any of the published obligations of membership, she will be given a written warning and a one-semester time period for improvement. If the obligation remains unmet at the end of the one-semester warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 4. Violation of the law or school regulations can result in the dismissal of a member. These violations include, but are not limited to, the following: DUI; stealing; destruction of property; cheating; truancy; possession, selling, or being under the influence of drugs or alcohol at school or school-related activities. In these cases, the member does not have to receive a written warning of impending disciplinary action by the Faculty Council.

Section 5. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. The Faculty Council, the student, or the parent may request a conference. If the member is involved in another violation of the school conduct code, she may be considered for dismissal.

- Section 6.** In all cases of pending dismissal:
- a. The member will receive written notification indicating the reason for possible dismissal from the chapter adviser or the Faculty Council. The member and the adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (See below.).
 - b. The member will be given the opportunity to respond to the charges against her at a hearing before 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 principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
 - d. The Faculty Council's decision may be appealed to the principal and afterwards through the school's discipline process.
 - e. When a student is dismissed or resigns, 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 deemed appropriate.

Article VI: Chapter 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 first meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members are eligible to vote.
- Section 3.** A majority vote shall be necessary to elect any officer. 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. The duties of the officers follow.
- Section 4.** The president shall preside at chapter meetings.
- Section 5.** The vice president shall preside at chapter meetings in the absence of the president.
- Section 6.** The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.
- Section 7.** The treasurer shall keep the record of chapter expenses, and all other financial transactions of the chapter.

Section 8. If an officer is removed from office, her office will be filled by appointment at a meeting of the executive committee.

Section 9. An officer may be removed from office as part of the conditions outlined in Article V. The Faculty Council may impose the removal from office as a disciplinary alternative to removal from the chapter.

Article VII: Executive Committee

Section 1. The executive committee shall consist of the chapter 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 of the executive committee is subject to the review of the chapter members.

Article VIII: Meetings

Section 1. This chapter shall meet quarterly as published in the school's co-curricular calendar.

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

Section 3. All members are expected to attend all regularly scheduled chapter meetings.

Article IX: Activities

Section 1. The chapter shall determine one or more service projects for each year. The main service project will be the tutoring of students for whom a request for tutoring is presented to the chapter adviser.

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 that reflects 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 its projects in a positive manner.

Section 6. As a condition for membership, each active member must submit a form and reflection on the service she has performed during the calendar year. The form and reflection must be submitted no later than April 1 of the current calendar year. The forms will be distributed by the chapter adviser.

Article X: Emblem

Section 1. Each member of the chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society. Members are given the NHS pins and membership cards yearly at the induction ceremony.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter adviser.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the National Honor Society pin and chord at graduation.

Article XI: Powers

Section 1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the principal.

Section 2. The 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 NHS National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the NHS National Constitution in all activities it undertakes.

Article XII: Amendments

Section 1. These bylaws may be amended by a majority vote of the Faculty Council, provided notice of the proposed amendment has been given to these persons at least one month prior to vote. All amendments are subject to approval by the principal.

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

Accepted and Adopted effective: September 17, 2008

Dr. Terri Mendoza
Principal

Mrs. Elizabeth Salazar
Chapter Adviser