

**Chapter Bylaws of the National Honor Society of**  
**St. Mary's Springs Academy High School**

**ARTICLE I: NAME**

The name of this chapter shall be the National Honor Society of St. Mary's Springs Academy 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 St. Mary's Springs Academy High School.

**ARTICLE III: POWERS**

**Section 1.** This chapter operates under the direction of and in full compliance with the NHS National Constitution. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions) and [National Handbook](#)

**Section 2.** The chapter adviser or advisers are given the authority to supervise the administration of chapter activities as delegated by the school principal.

**Section 3.** Final authority on all activities and decisions of the chapter resides with the school principal. (See Article V, Section 1 of the National Constitution)

**Section 4.** The Faculty Council shall consist of five (5) voting faculty members appointed annually by the Principal. The chapter advisor(s) will be ex officio, nonvoting, sixth, and or seventh members of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. The term of the Faculty Council will be one year. Members may be appointed to consecutive one-year terms. The Faculty Council will develop and review, when necessary, all chapter procedures for selection, discipline, and dismissal of members. (See Article VI of the National Constitution)

**Section 5.** Nondiscrimination. Our chapter of the 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 selection, discipline, and dismissal of members.

## **ARTICLE IV: MEMBERSHIP**

**Section 1.** Membership in this chapter is an honor bestowed upon deserving students by the faculty and will 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 members have no voice or vote in chapter affairs.

**Section 3.** Members of the Faculty Council will support the school leader in creating and sustaining a school environment in which each student is known, accepted, valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. As such, Honorary members are selected at the discretion of the faculty council. Honorary members include students and school staff or other adults who warrant special consideration in recognition of achievement and/or outstanding service rendered to the school. Members may include students with disabilities and international students. Honorary members are awarded the privileges of membership but may or may not be obligated to fulfill chapter affairs.

**Section 4:** The Adviser will publish a description of the selection procedure in an official school publication that is widely available in a timely fashion to all students and parents of the school. The Faculty Council will determine the selection process, which is consistent with the rules and regulations of NHS.

**Section 5.** Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must be enrolled for a period equivalent to one semester at St. Mary's Springs Academy High School. (See Article V, Section 6 for exceptions based on mid-year transfer of candidates or students who transfer in and were members at their prior school).
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5. This scholastic level of achievement must remain fixed and shall be the required minimum scholastic level of achievement for eligibility. All students who can rise in scholarship to or above such standard may be eligible for selection to membership.
- d. Upon meeting the grade level, enrollment, and minimum GPA requirement, candidates shall be approved to apply and considered for membership based on their service, leadership, and character.
- e. All candidates must sign a membership agreement in order to be considered for membership in NHS. This agreement clarifies membership expectations and adherence to the student conduct code and the co-curricular code.

## **ARTICLE V: SELECTION OF MEMBERS**

**Section 1.** The Faculty Council will bestow the privilege of membership to students who meet the standards for selection.

**Section 2.** The selection of active members will be held once a year during the second semester of the school year.

**Section 3.** The final selection will be based on:

- 1) **Academics:** Students must have, and maintain, a minimum GPA of 3.5. Students' academic records will be reviewed to determine initial eligibility. All students who are eligible will be invited to complete and submit the candidate application for further consideration. Candidates should reference the National Handbook Chapter 4, Selection Procedures 4.2.1 for additional information on the Candidate Information Packet.
- 2) **Leadership:** The leadership criteria is considered highly important for membership selection. Students should be able to demonstrate a **combination** of the following: resourceful in proposing new problems, applying principles, and making suggestions; demonstrates initiative in promoting school activities; exercises positive influence on peers in upholding school ideal and spirit; contributes ideas that improve the civic life of the school; is able to delegate responsibilities; inspires positive behavior in others; demonstrates academic initiative; successfully holds school office or positions of responsibility, demonstrates reliability and dependability; and is a leader in the classroom, at work (if applicable), or in other school or community services.
  - a) **Leadership in the classroom:** The faculty shall be requested to evaluate all candidates who completed an application by using the official input form provided by the chapter advisers. The faculty will rate candidates on a scale of 1-5 as to their daily demonstration of classroom leadership and character. Faculty ratings of 1, 2, or 5 must be accompanied by comments, or they will not be considered. The Faculty Council will be looking for candidates with greater than 3.5 overall average in the faculty ratings.
  - b) **Leadership in school and community:** The Faculty Council will consider students' growing leadership influences based on their grade level. Sophomores should be able to provide examples of 1-2 leadership roles and responsibilities, while juniors and seniors should have experienced 3-4 leadership roles. These leadership experiences may be in school or the community. The increased number of leadership experiences demonstrates the students' growing ability to influence others and be a positive role model for others. See National Handbook Chapter 4, Selection Procedures 4.1.3.2 for additional information regarding the leadership criteria.
- 3) **Service:** Service is considered as an action done with or on behalf of others without any direct financial or material compensation. The quality, as well as

quantity of the students' service, will be considered. In general, a student should show an increasing amount of service to school and community. Students should demonstrate a **combination** of: a willingness to volunteer and make sacrifices to offer assistance; work well with others and accept difficult responsibilities; enthusiastically render any requested service to the school; complete committee and grade level work without complaint; participate in activities outside of school; mentor in the community; and show courtesy by assisting visitors, teachers, and students. (See National Handbook Chapter 4, Selection Procedures 4.1.3.3 for additional information regarding the service criteria.)

- 4) Character: Character is the most difficult criteria to define. The Faculty Council will determine whether the candidate demonstrates an outstanding record of conduct and behavior with regard to school and community rules, or be able to demonstrate sufficient growth and improvement. Faculty comments and students' disciplinary record will help to create a profile of the student's character. A student who has served a social probation and/or a code violation will **not automatically be excluded** from membership acceptance. Their growth and maturity as a whole person will be considered. **Examples** of character may include: consistently exemplifies positive attitude, friendliness, and poise; abides by all school policies, regulations, and expectations; demonstrates the highest level of honesty, academic integrity, and reliability; regularly exhibits courtesy, concern, and respect for others; and displays personal responsibility. (For additional information, please reference the National Handbook Chapter 4, Selection Criteria 4.1.3.4.)
- 5) The Faculty Council will review the candidate application, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.
- 6) The Faculty Council may recommend a candidate to be interviewed by a member of administration to more fully understand their motivation to become an NHS member or to clarify what the candidate wrote on their application.
- 7) The selection of each member will be by a majority vote of the Faculty Council and reviewed by the chapter advisor and principal.
- 8) Prior to notification of any candidates, the chapter adviser will review with the principal the results of the the Faculty Council's deliberations.
- 9) All applicants will be notified in person with one NHS Advisor and one member of administration present. Students who are not selected for membership will be notified. The notification will include the reason(s) for not being selected and information on the appeals process.

**Section 4.** Candidates become active members during the Induction Ceremony.

**Section 5.** An active member of the National Honor Society who transfers from St. Mary's Springs Academy 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 St. Mary's Springs Academy and brings a letter from his/her former principal or advisor will automatically be accepted for membership in this chapter. The faculty council will grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for the St. Mary's Springs Academy chapter in order to retain his/her membership. If a transfer student applies but does not qualify due to the semester rule, the school principal or advisor will seek a recommendation from the previous school's staff in regard to the candidate's selection. Based on the recommendation of the previous school's staff, the Faculty Council may waive the semester regulation.

## **ARTICLE VI: OBLIGATIONS OF MEMBERS**

**Section 1.** Annual dues for this chapter shall be paid by St. Mary's Springs Academy High School. Individual members are not responsible for paying a membership fee.

**Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.

**Section 3.** Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem of the chapter.

**Section 4.** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation. Students may be asked to purchase these honor cords.

## **ARTICLE VII: OFFICERS**

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

**Section 2.** Student officers shall be nominated at the first meeting of the 4<sup>th</sup> Quarter of each school year. Elections will take place during the following meeting. 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. If a second vote does not yield a majority, the office will be a co-chair office position.

**Section 4.** It shall be the duty of the president to preside at the meetings of this 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 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 record of business expenses, dues, and all other financial transactions of the chapter.

**Section 8.** If for any reason an office shall become vacant, the duties of that office shall be fulfilled as outlined in the table below.

office vacant	office to fulfill duties
President	Vice President
Vice President	Secretary
Secretary	Treasurer
Treasurer	President

**Section 9.** Officers and the faculty advisers 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. 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 an adviser.

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

**Section 3.** Members are expected to attend all regularly scheduled chapter meetings.

**Section 4.** If a member chooses not to attend a regularly scheduled meeting, he/she will be placed on probation. Skipping a second meeting will result in disciplinary action. If a member is not in attendance during the regular school day, he/she will not be penalized for missing a meeting. For excused absences, see SMSA school handbook.

## **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 must complete 9 clock hours of teacher-supervised tutoring per year. This tutoring can take place during a study hall or before/after school. The member must request a verification signature from the supervising teacher after each tutoring session.

**Section 5.** Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests and is approved, in advance, by the chapter adviser. This is in addition to the chapter projects to which all members contribute. This service project shall total 6 clock hours of community service and cannot be dually applied to service hour requirements for any other classes, clubs, or organizations. Members should be prepared to share their service project experiences with the community (in school and at-large). A minimum of 3 tutor hours must be completed by the end of the first semester the member has chosen the first semester for their individual service project. A minimum of 6 tutor hours must be completed by the end of the first semester if the member has chosen the second semester for their individual service project.

**Section 6.** The chapter shall publicize and promote its projects in a positive manner.

## **ARTICLE X: DISCIPLINE and DISMISSAL of MEMBER**

**Section 1.** Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the St. Mary's Springs Academy chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership in his or her school and community.

**Section 2.** If a member's cumulative grade point average falls below the 3.5 standard of the Chapter, he or she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below 3.5 at the end of the warning period the student will be subject to further disciplinary action by the faculty council that can include consideration of dismissal from the chapter.

**Section 3.** Violations of the law or school regulations will result in the member immediately being placed on probation and can result in the dismissal of a member. These violations include, but are not limited to DUI; stealing; destruction of property; cheating; truancy; hazing or harassment; physical altercation; or possession, selling, or being under the influence of drugs or alcohol at school, school-related activities, or in the community.

**Section 4.** Offenders of the school handbook expectations (such as, but not limited to, disruptive behavior, failure to comply, use of profanity, unexcused absences, excessive tardiness,

etc.) will receive written warning notification. A conference may be requested 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. The member and adviser/s will discuss the written notification in a conference, if requested by the member.
- b. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning. The member will still be given the opportunity to respond to the charges against him or her.
- c. The member will be given the opportunity to respond to the charge or charges against him or 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 or 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.
- d. 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.
- e. The faculty council's decision may be appealed to the building principal. The appeal must be in writing by the student. The principal will then form an appeal board not consisting of any faculty council member. After taking into consideration feedback from faculty council, appeal letter, and appeal board, the principal will make their decision. Student must be present at appeal process. Parent may accompany the student at the appeal. The principal will have the final say in membership acceptance.
- f. 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 two-thirds 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 V and X (selection and discipline), which are developed by the faculty council with the approval of the principal.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Secretary

\_\_\_\_\_  
Chapter Adviser

\_\_\_\_\_  
School Principal