

# Bylaws of the Heritage Christian Academy Chapter of the National Honor Society

## MEMBERSHIP

Article I The name of this chapter shall be the Ellen Atkins Chapter of the National Honor Society (NHS).

## PURPOSE

Article II The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, and to develop Christian character in the students of Heritage Christian Academy.

## GOVERNANCE

Article III The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP). The NHS, under the advice of the faculty advisor, shall plan and complete projects related to Article II. The school principal/administrator, however, shall have the right of veto over any submitted plans. A Faculty Council of five teachers shall be appointed by the administration for the purpose of member selection, discipline, and dismissal. The faculty advisor shall be a 6<sup>th</sup> non-voting member of the Council.

## SELECTION OF MEMBERS

Article IV Section 1. Membership in the NHS is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding Scholarship, Christian Character, Leadership, and Service. Once selected, members have the responsibility to continue to demonstrate these qualities. Prior to the final selection, the following shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically shall be notified and asked to complete the Student Activity Information Form for further consideration for selection.
3. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
4. The Student Activity Information Form and faculty comments shall be reviewed by the Faculty Council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year. A first semester selection may take place in the event of scheduling difficulties.

Section 3. Other membership variations shall be available according to the NHS national constitution Article VIII, Section 2 and 3.

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

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the NHS Scholarship Program.

Section 6. A NHS member who transfers from another school and brings a letter from the former advisor or principal shall be admitted to local membership. Transfer members shall be given one semester to attain the local membership standards in order to retain membership. Likewise, members from HCA who transfer to another school shall be given a letter of membership requesting admittance to the new chapter.

Section 7. Members who resign or are dismissed are never again eligible for membership and its benefits.

#### Article V

Section 1. The nomination procedure and selection of members shall be consistent with national guidelines. A student must be a member of the sophomore, junior or senior class. Candidates must be in attendance at the school for the equivalent of one semester. Waiver of this rule may be made in accordance with Article IX, Section 1 of the national constitution.

Section 2. Candidates must have a cumulative grade point average of B+, 3.33 ( on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. Students achieving the scholastic standard shall be asked to complete a form indicating areas of leadership and service. The Faculty Council will review those forms and may use the following guidelines to assist decision-making.

#### **Character**

1. Takes criticism willingly and accepts recommendations graciously.
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
3. Upholds principles of morality and ethics.
4. Cooperates by submitting to school regulations concerning property, programs, office, halls, etc.
5. Shows courtesy, concern and respect for others.
6. Demonstrates the highest standards of honesty and reliability.

7. Observes instructions and rules, punctuality, faithfulness both inside and outside the classroom.
8. Have powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in obedience to rules.
10. Does not cheat.

### **Leadership**

1. Is resourceful in identifying new problems, analyzing options and making suggestions.
2. Demonstrates initiative in promoting school activities.
3. Exercises influence on peers in upholding school ideals.
4. Contributes ideas that improve the school culture.
5. Is able to delegate responsibility.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds offices or positions of responsibility.
10. Is thoroughly dependable in any responsibility accepted.
11. Is a pacesetter in school.

### **Service**

1. Maintains a loyal school attitude.
2. Willing to take on difficult inconspicuous tasks.
3. Volunteers dependable and well-organized assistance, sacrifices to assist.
4. Works well with others.

5. Cheerfully and enthusiastically renders any requested service to the school.
6. Is willing to represent the school in ACSI and interscholastic competition.
7. Does committee and staff work without complaint.
8. Shows courtesy by assisting visitors, teachers and students.
9. Is involved in some extracurricular activity.
10. Serves in some capacity at their church.

The faculty council shall refer to pages 23-30 of the national handbook for guidance in the selection process.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The Council may not be requested to review or change nominations. Membership is a privilege, not a right.

Section 4. A description of the selection process shall be published in the Parent/Student Handbook.

### DISMISSAL

#### Article VI

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Heritage Christian Academy chapter of the NHS. A member of NHS is expected to maintain an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average (GPA) falls below the standard in effect when he/she was selected (3.33), he/she will be given written warning and a time period for improvement. If the cumulative GPA remains below 3.0 at the end of the warning period, the student may be dismissed from the chapter.

Section 3. Violation of criminal law or school regulations can result in dismissal of a member. These violations include, but are not limited to cheating, theft, truancy, drug or alcohol use, repeated dress code violations, use of profanity, failure to comply, unexcused absence, excessive tardiness, and behavior problems at school or at school-related activities. Offenders of the school conduct code will receive written

warning notification. Dismissal shall be determined by the Faculty Council.

Section 4. In the case of pending dismissal:

1. The member will receive written notification of the reason for possible dismissal from the faculty advisor or Faculty Council. The member and advisor will discuss the written notification in a conference.
2. The member will be offered a hearing with the Council prior to dismissal. The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss.
3. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the advisor.
4. The member may appeal the dismissal to the principal.
5. When a student is dismissed or resigns, he/she may never again be eligible for membership in the NHS.
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Section 5. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

### OFFICERS

Article V

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

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members are eligible to run for a position as an officer.

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. The president will work with the advisor to prepare an agenda before each meeting.

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 of meetings and be responsible for correspondence. The secretary will keep a notebook containing all minutes and meeting attendance.

Section 7. The treasurer/historian shall keep the record of business expenses, dues, etc. He/she shall also keep a yearly scrapbook of the activities and membership of this chapter.

### EXECUTIVE COMMITTEE

Article VI Section 1. The executive committee shall consist of the faculty advisor 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.

### MEETINGS

Article VII Section 1. Meetings of this chapter shall be held monthly or as necessary. The secretary shall post the time and location of meetings.

Section 2. This chapter shall endeavor to learn a modified form of "Robert's Rules of Order", as a format to be used at meetings.

### ACTIVITIES

Article VIII 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 advisor. 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.

### EMBLEM

Article IX Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.

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

#### DUES

Article X Section 1. Annual dues for this chapter shall be \$10.00.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction. Dues paid in the spring induction cover the following school year. In the case of a student who transfers or does not return to Heritage Christian Academy, the dues are non-refundable.

#### AMENDMENTS

Article XI Section 1. These by-laws 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 pertaining to selection and dismissal which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.