

CHAPTER BYLAWS: National Honor Society Bishop Hartley High School Chapter



ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Bishop Hartley Chapter of the National Honor Society of Bishop Hartley High School.

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 of Bishop Hartley 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 vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore or junior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for the equivalent of one semester at Bishop Hartley High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.500 (out of 4.0; unweighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of 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 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 five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

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 Candidate Form for further consideration for selection.

- 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 Candidate Form, disciplinary records and faculty evaluations in order to determine membership.

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

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

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter upon request indicating the status of his/her membership and signed by the Adviser.

Section 6. An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter upon submission of verification from the inducting 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/her membership.

ARTICLE IV: DISCIPLINE and DISMISSAL

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Bishop Hartley chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.500 out of 4.0 unweighted GPA), he /she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol. In keeping with the Bishop Hartley High School Student Handbook ("General Guidelines for Behavior: Philosophy"), this section applies to all such violations, not just those that occur on school grounds.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, 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 dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and 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 charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense

either in person or in writing. 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 building principal and afterwards through the Diocesan discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

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

Section 2. Student officers shall be elected at the first chapter meeting after the Induction of New Members in the Fall. All returning active members in good standing 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 and assist the chapter adviser in the delegation of duties in chapter projects.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership in chapter endeavors.

Section 6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7. In the case of a chapter officer violating the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.), in addition to receiving a written warning notification as detailed in Article IV, that officer may also be removed from office.

Section 8. If a vacancy occurs in one of the aforementioned officer positions prior to the next year's elections, a new officer will be selected in accordance with the procedures outlined in Sections 2 and 3.

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.

ARTICLE VII: MEETINGS

Section 1. Meetings of this chapter shall be monthly (e.g., monthly, weekly, etc.).

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 chapter meetings.

Section 4. Students who are unable to attend a previously scheduled chapter meeting due to unavoidable scheduling conflicts are required to notify the chapter adviser at least 48 hours prior to the meeting to be missed. Emergencies occurring after the 48 hour cut-off should be brought to the attention of the Chapter Adviser as soon as possible and will be dealt with on an individual basis.

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 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 of completing a minimum of 30 hours of documented community service each year and submitting records of those hours to the Chapter Advisor no later than April 30.

a. At least 5 of the required hours of service must represent participation in service opportunities provided through or organized by the chapter.

b. At least 15 of the required hours of service must represent participation in individual service projects not organized through the NHS chapter.

c. All chapter members are expected to participate in the chapter's yearly service project, the Bishop Hartley Evening of Excellence auction fundraiser. Students will be notified of the date of this event early in the school year and those students with unavoidable scheduling conflicts are expected to meet with the chapter adviser as soon as the conflict becomes apparent.

d. All documented service hours must be accompanied by the signature and phone number or e-mail address of a supervisor who is not a family member and can verify completion of the service.

e. Activities accepted as valid service projects fulfilling the 30-hour requirement must meet the same criteria as those provided for Hartley's service hour requirements through the House System or be approved in advance by the Chapter Adviser.

f. A member who fails to meet this service hour requirement will receive a written warning and will have a one week probationary period in which to correct the deficiency. If the hours are not completed by the end of this probationary period, the member may be considered for dismissal.

Section 5. The chapter shall publicize its projects in a positive manner.

ARTICLE IX: EMBLEM

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 emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return any emblem to the chapter. This includes but is not limited to membership certificates bestowed upon induction.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords 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 school 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 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 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 II, III and IV (selection and discipline), 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.

Date: March 1, 2013

Chapter Advisor: Anna Mullins

Statement of non-discrimination: The Chapter of 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, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.