

# Father Joseph Hindelang Chapter of the National Honor Society

## Chapter By-Laws

### ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization is the Father Joseph Hindelang Chapter of the National Honor Society.

Section 2. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in secondary school students.

### ARTICLE II: MEMBERSHIP

Section 1. Active members (probationary and full)

- a. Membership is an honor bestowed upon a student. Students demonstrate excellence in scholarship, character, leadership, and service. The Faculty Council approves through majority vote whether to bestow membership to a student. A candidate becomes a member upon induction.
- b. When inducted at the NHS Induction Ceremony, sophomore candidates become active, probationary members, and junior and senior candidates become full, active members. Upon graduation, a member becomes a graduate and does not have a voice or vote in chapter affairs.
- c. Active members are required to maintain membership through completion of annual requirements.

Section 2. Annual requirements for active members

- a. All members must maintain a yearly minimum cumulative GPA of 3.75. This is verified after the spring semester and prior to the start of the new academic year.
- b. All members must attend all of the monthly meetings
- ~~c. Sophomore members must complete 10 hours of service (5 hours of in school service and 5 hours of community service).~~
- ~~d. Junior and senior members must also complete 16 hours of service (6 hours of in school service and 10 hours of community service), assist with two mass set ups each year, and work at one tutoring sessions each year.~~

***Please see the first Amendment for new service requirements beginning with the class of 2017.***

- e. Active members are sent a letter (via email) in August to confirm the completion of requirements for the previous academic year.
- f. An active member of the National Honor Society who transfers to this school and provides a letter signed by the former school's chapter moderator or principal will be automatically granted membership in this chapter.

Section 3. Membership Selection

- a. The selection process for new members occurs at the start of the academic year.
- b. Incoming sophomores, juniors, and seniors who meet the minimum cumulative GPA requirement of 3.75 may become a candidate by returning the completed candidate packet by the designated deadline. Students should view the information with

seriousness. There is no single factor that determines a good member; therefore, students should present a well-rounded profile that shows themselves as qualifying for each of the NHS pillars of character, service, leadership, and scholarship.

- c. The candidate information is reviewed by the moderator and the Faculty Council. The teaching staff and the discipline office are asked to provide input on candidates' character, service and leadership. The NHS moderator does not vote to grant membership, but compiles the information on the students' behalf and presents it to the Faculty Council. A majority vote by the Faculty Council decides whether the candidate is granted membership, and those results are reviewed by the principal. At that point the result of candidacies is finalized.
- d. The candidates are informed by the moderator of the final decision.
- e. If not granted membership, students may seek an explanation from the moderator for the purpose of self-improvement, but may not request reconsideration until the next academic year.
- f. A student who decides not to become a candidate may again be considered the following academic year, if minimum cumulative GPA is met.

#### Section 4. Discipline and Dismissal

- a. An active member will be dismissed in June if she/he does not maintain the minimum cumulative GPA or fulfill the annual requirements.
  - a. A sophomore who falls below the minimum cumulative GPA requirement may reapply for membership as a senior, if he/meets the requirement at that time
- b. Dismissals during the school year occur for the following character and leadership violations:
  - a. More than 1 unexcused absence from a mass set-up, meeting, and/or tutoring session
  - b. Receiving 3 detentions and/or 7 tardies in a semester
  - c. Any report of cheating, plagiarism, or forgery in any NDP course
  - d. Any report of inappropriate behavior at an NDP event
- c. The sergeant-at-arms will provide a warning for 1 unexcused absence from a meeting, mass set-up, or tutoring session.
- d. The moderator will warn members who may be in danger of dismissal.
  - a. A first violation shall result in being required to perform an additional hour of in school service for the current academic year.
  - b. Subsequent or serious (cheating, plagiarism, forgery, or inappropriate behavior) violations are reviewed by the Faculty Council.
- e. The moderator will inform a member who has incurred a subsequent or serious violation. The Faculty Council will decide by majority vote the disciplinary action or dismissal in all cases of character and leadership violations. Prior to this vote, the member may submit in writing a response to the charge against him/her. The moderator will inform the member of the Faculty Council's decision.
- f. An active member who has been dismissed may appeal to the Faculty Council's decision to the principal. The principal's decision will be final.

### **ARTICLE III: OFFICERS**

Section 1. The officers shall be president, vice president, secretary, treasurer and sergeant at arms.

Section 2. Officers will be elected at the last meeting (May), or during a specifically designated voting period.

Section 3. Current, active juniors are eligible to become an officer candidate by meeting in person with the NHS moderator by the designated deadline. All active members may vote. A majority vote is necessary to elect any officer.

#### Section 4. Duties

- a. All officers must attend all officer and all monthly member meetings.
- b. Officers are expected to be examples of scholarship, character, leadership and service.
- c. President
  - a. Represents the NDP NHS at all public functions
  - b. Presides during all meetings
  - c. Plans agenda for executive board and general membership meetings
  - d. In charge of Open House table and display (along with help of other officers)
  - e. Writes and delivers speech for the induction ceremony
  - f. Plans and executes the NHS community service project
  - g. Responsible for all aspects of NHS Tutoring (recruiting/sign up sheets, attendance, announcements, advertising)
- d. Vice President
  - a. Presides in the absence of the President
  - b. Assists the President in overseeing tutoring
  - c. Assists as needed for the Scholar's Reception, Open House, and similar recruiting events
  - d. Plans community service projects for the NHS members
- e. Secretary
  - a. Maintains a spreadsheet showing all member requirement activity
  - b. Takes attendance during meetings
  - c. Assists with mass set up lists, announcements, and reminders
- f. Treasurer
  - a. Responsible for mass set ups
  - b. In charge of Carnation Sale
- g. Sergeant at Arms
  - a. Writes and submits announcements for meetings and events
  - b. Maintains order at meetings
  - c. Tallies votes for the officer election in May
  - d. Oversees membership requirements and addresses problems to NHS advisors by working with the secretary and the spreadsheet

#### **ARTICLE IV: MEETINGS**

Section 1. Meetings will be held generally on the first Tuesday of the month in the Cafetorium. Students must attend either the morning (6:50-7:20am) or afternoon (2:50 to 3:20pm) session.

Section 2. Attendance for active members is mandatory.

- a. No more than one unexcused absence is permitted. Unexcused circumstances

include the following: had to work; forgot; came to the meeting more than 5 minutes late; had a meeting for another club; had sports practice; or basically any such excuse.

- b. A note regarding an excused absence must be submitted within one week from the member's return to school. Excusable circumstances include the following: doctor's appointment, making up a test or assignment for a teacher, NDP team sports game, or an excused absence from school that day. Failure to provide a note in the prescribed time will result in the absence being recorded as unexcused.
- c. For all other reasons, the moderator shall determine whether the absence is excused or unexcused.

## **ARTICLE V: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects each year.

Section 2. Members may determine which service projects in which to participate. They are highly encouraged to support and participate in the chapter service project.

Section 3. Completed service forms are due no later than 30 days from the date of service. For service performed during the summer months, the forms are due no later than the second general meeting (generally the first Tuesday in October). These service forms are separate from those used for other organizations, such as Campus Ministry.

Section 4. The individual member is alone responsible for documenting all service, submitting the paperwork in a timely manner to the moderator for approval and filing, and keeping a personal record of his/her own service. (Making copies of service forms is recommended.) Furthermore, each member is responsible for verifying his/her record against the secretary's file throughout the year.

## **ARTICLE VI: OFFICIAL INSIGNIA**

Section 1. Each member in good standing has the privilege to wear the official insignia of the National Honor Society.

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

Section 3. Chapter members who are seniors who have fulfilled the membership requirements and maintained the required GPA by the end of the senior exams shall be granted the privilege of wearing the honor stole or other insignia adopted by the school for the graduation ceremony.

## **ARTICLE VII: NHS SCHOLARSHIP PROGRAM**

The NHS Scholarship Program offers \$250,000 annually to graduating senior NHS members. The number of candidates from each school's senior class is determined by the size of the school. Each fall, our NHS Faculty Council votes to determine the year's candidates based on each member's dedication to the NHS pillars of scholarship, service, leadership, and character.

More information appears in the fall; for further details, please see the NHS website, [www.nhs.us](http://www.nhs.us).

## **AMMENDMENT**

1. To continue alignment with the Campus Ministry guidelines beginning with the class of 2017, the NHS will begin to require participation in school-related and community events instead of clocking hours present at those events. This will start with the class of 2017.

The in school requirement will be:

In school service is an event that directly benefits the NDPMA JK-12 community. These may be at any level (emerging, basic, approaching, or leadership levels of service).

Sophomores (probationary members) must participate in one (1) in school service event per semester. This first must be completed before the December general meeting. The second must be completed on or before final deadline for all all service requirements.

Juniors (full members) must complete three (3) events, one in each semester and a third overall.

Seniors (full members) must complete four (4) events, two in each semester.

Examples of in school service (hours or “event”):

Mass set up	Peer tutor (6 sessions equates two events)
Corn Roast	Open House
Fall Family Festival	Spaghetti Dinner
Play usher	Irish Week chair set up
NHS Carnation sales	Media Center assistance
Parent-teacher conferences (chair set up or take down, or hospitality)	

*These are only a few common ways in which NHS members support our school. To determine if an event would count for the in school requirement, please meet with an NHS advisor.*

The community service requirement will be:

Community service is any event which benefits a charitable or non-profit organization aside from your home or school community.

Sophomores (probationary members) must participate in two (2) community service events per academic year, which must be completed by spring deadline for service requirements. These may be at the “emerging” level or above.

Juniors (full members) must participate in three (3) community service events per year. One must be at least at the “approaching” level.

Seniors (full members) must participate in three (3) community service events per year. One must be at the “leadership” level.

Last update: August 2014