

## **St. John's Chapter of The National Honor Society Bylaws**

**Schedule of Meetings:** Monthly meeting dates will be determined by the Executive Council prior to the first meeting of each new school year. Additional meetings may be called at the discretion of the adviser during homeroom periods. A schedule will be prepared at the beginning of each school year indicating monthly meeting times and other scheduled events including weekly tutoring commitments.

**Membership obligation regarding meeting attendance, participation in projects, tutoring, etc.:** Members of the St. John's Chapter of the National Honor Society are expected to attend all functions, be on time and follow school rules. A point system is used to emphasize the importance of being true leaders. A member will receive a point for:

- Each function missed without a viable excuse – functions include all projects listed under Projects as well as other specified events for which ample notice has been given to the members.
- Being over fifteen minutes late to tutoring or missing it completely. The NHS advisor or the teacher moderating tutoring will determine the validity of any excuse.
- Each private detention received during a marking period

If a member accumulates three points over one marking period, a letter of probation will be sent to the member and the member's parents. Receiving a general detention during a marking period is an automatic probation. The member will have the next marking period to improve or termination from the organization may result.

### **Chapter Officers:**

**President:** Conducts all meetings including those of the Executive Council. Meets with advisor to create agenda before each meeting. Assists the advisor with Chapter functions as needed.

**Vice-President:** Conducts meetings in the absence of the President. In charge of the tutoring program: creates schedule with the assistance and approval of advisor and teachers, periodically checks to assure members are fulfilling their tutoring obligations.

**Secretary:** Keeps minutes of all meetings, takes roll, maintains correspondence as needed, etc.

**Treasurer:** Organizes fundraising projects. Checks monthly with business office and reports Chapter financial status at meetings.

**Publicity:** Creates posters, flyers, etc. as needed to advertise Chapter activities. Updates NHS bulletin board as requested by Executive Council and advisor.

**Executive Council: Consists** of all officers and advisor. This committee helps direct the business affairs of the Chapter. They make recommendations concerning the bylaws, time and place of meetings, special projects, member obligations, nominating procedures for NHS Scholarship Awards Program. This committee works with other school organizations, the administration, the faculty, and the community to assure that Chapter activities do no duplicate or interfere with those of other school groups.

**Chapter Projects of the Year:** All Chapter projects must:

- Fulfill a need within the school community
- Have the support of the administration and staff
- Be appropriate and educationally defensible, and not in conflict with the activities of other school organizations
- Be well-planned, organized, and executed

Projects include:

- Serving as host/hostess for Back-to-School Night, Principal's Reception, and Open House
- Being an active participant in all aspect of the Chapter's Christmas project
- Participating in the winter Honors Assembly
- Attending the Frederick County Scholars' Recognition Day
- Participating in the annual NHS Induction Ceremony
- Sophomore and Junior members are required the help with Senior Night and Graduation
- Fundraising projects: annually members must participate in fundraising projects to sustain the activities of the Chapter. The projects may be collecting membership dues, selling concessions at Bingo, or helping with major fundraisers such as an art auction.

## **Duties and Responsibilities of Membership**

A Member of the St. John's Chapter of The National Honor Society is expected to

- Follow all school rules including dress code
- Attend and be on time to all scheduled meetings and functions. Meetings will be monthly after school and as needed during homeroom. Members must participate in the following functions:
  - Back-to-school night and Principal's Reception
  - Honors Assembly
  - Frederick County Scholars' Recognition Day
  - NHS Annual Induction Ceremony
  - Senior Night and Graduation – Sophomores and Juniors
  - Scheduled Fund-Raising and Service Projects
  - Any other event for which ample notice has been given to the membership
- **Tutor at least 45 minutes (2:50 PM – 3:35 PM) one day a week in an academic subject chosen by the member and approved by the teacher.**
- Submit a resume of his/her activities to the advisor, by the end of January each year, to be used to determine qualifications for scholarships, awards, etc.

**Membership Selection and Dismissal Procedures:** The advisor works with the faculty council in selecting or dismissing members. *The faculty council consists of five voting faculty members, appointed annually by the Principal. No Principal or assistant principal may be on the faculty council. The Chapter advisor is an ex-officio, non-voting sixth member of the faculty council.*

- Membership is never considered on the basis of grades alone. Character, leadership and service are as important in the selection process. The following guidelines will be used by faculty, administrators, staff and faculty council in the selection process for leadership, character, and service:

### ***Scholarship***

The student will maintain a 3.5 or higher cumulative grade point average.

### ***Leadership***

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies a positive attitude.
- Inspires positive behavior in others.
- Demonstrates academic achievement.
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability, and dependability.
- May also successfully hold offices or positions of responsibility in community, church, or social organizations or activities.
- Demonstrates leadership in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

### ***Service***

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: e.g. Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties; etc.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.

- Is willing to represent the class or school in inter-class or interscholastic competition.
- Does committee and staff work without complaint
- Show courtesy by assisting visitors, teachers, and other students.

### ***Character***

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (e.g. cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

### **Selection Procedures:**

1. No student will be considered for membership before the second semester of his or her sophomore year.
2. After second-semester grades are distributed to students and parents, the cumulative and weighted GPA (Grade-point-average) of each student are calculated. Students who receive a 3.5 GPA or higher will be considered for selection. This GPA will fulfill the first requirement for membership – Scholarship.
3. Each student’s attendance and service hours as well as discipline record will be reviewed and presented to the faculty council for consideration in selection. Students must have on record with Service Projects Coordinator(s) the following minimum service hours by the time the Faculty Council conducts candidate interviews:
 

Sophomore	30 hours
Juniors	50 hours
Seniors	70 hours

This includes transfer students
4. The list of possible candidates will be distributed to faculty, staff, and administrators for their input. They will be asked to consider and make comments about each student’s character, leadership, and service as it applies to their interaction with the student in the classroom and in extra-curricular activities.

5. Students considered for membership will be invited to fill out an application. (This is not an invitation for membership)
6. Student applications will be reviewed by the faculty council. Individual interviews will be conducted by the faculty council with each candidate or groups of candidates depending on the number of candidates and the time needed to complete the interview process.
7. A final list may be sent to all faculty, staff, and administration for comments.
8. Invitations will be sent to accepted candidates.

Students invited to complete an application but who are not selected will be informed by the advisor. Students may request a formal hearing with the principal to discuss their issues. If the principal determines a mistake has been made, the faculty council will reconvene to review the situation.

Transfer Students: Sophomore and Junior transfer students may be considered the following academic year. Seniors will be considered in exceptional cases.

**Non-Selection of Students:**

1. Students who disagree with their non-selection should discuss with the adviser the nature of their concern(s). The advisor should review the procedures and eligibility criteria with the student to be certain that all the necessary steps in the selection process were followed.
2. Students and parents should be reminded that, despite the obviously subjective nature of selection decisions, the decisions of the faculty council are final, except in cases where technical mistakes may have occurred. (e.g., the inadvertent omission of the student's name from the list of those qualified for selection, the inaccurate calculation of academic average, etc.)
3. In the absence of specific information to the contrary, it is presumed that the decisions of the faculty council are well-informed and as objective as possible and should not be reversed. Information considered by the council in making selection decisions (e.g., faculty input, interview notes, etc.) will not be shared with student or parents (Ivan Gluckman, NASSP Legal Counsel, April, 1987).
4. A student who wishes to appeal the non-selection decision, after consultation with the adviser, must do so in writing no later than five school days after the date of the written notification of non-selection. The letter of appeal, which must be directed to the Principal, must detail exactly what technical error or problem has resulted in an inappropriate decision; no student should make reference to any other student who was or was not selected.
5. The Principal will meet with the student appealing the decision to discuss the nature of the appeal; the Principal will reconvene the council only in the most unusual circumstances. A written response to the appeal will be made by the Principal as quickly as possible (and prior to the next induction ceremony). In general, the student and the student's parent(s) will not be permitted to discuss the non-selection with faculty council members; the Principal serves as the student's advocate in those situations where a reconsideration is deemed appropriate.
6. The decision of the Principal is final.

**Dismissal Procedure:**

A member is never automatically dismissed for failing to maintain standards. A hearing will be conducted by the faculty council to dismiss a member. Members will receive warnings if they do not maintain the standards of scholarship, character, leadership, and service as listed under “Membership Selection and Dismissal Procedures.” In the case of a flagrant violation of school rules or civil laws, however, a warning may not necessarily be required for dismissal.

The advisor will inform members in writing of any failure to maintain standards, the time period given for improvement and the possible consequence of non-improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.

If the faculty council believes that dismissal may be warranted, a thorough investigation will occur before any action is taken. If the council determines that dismissal is a viable consideration, the member will be notified in writing of this decision. A hearing will be scheduled with the member and a parent/guardian. The primary focus will be to give the member an opportunity to present his/her case.

If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the Principal. The member must surrender the NHS emblem (pin/tie tack), membership certificate and membership card to the advisor. If the member is unwilling, it will be treated as a disciplinary matter.

The dismissed member may still appeal to the Principal. **In all matters concerning the activities and decisions of the chapter including dismissals, the Principal is the final arbiter. His/her decision(s) are final.**