

**Chapter Bylaws**  
of the  
**Bishop John J. Snyder High School Chapter**  
of the  
**National Honor Society**



**Updated and Adopted: September 2019**

## **ARTICLE I: NAME**

The name of this chapter shall be the *Bishop John J. Snyder High School Chapter of the National Honor Society*.

## **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 Bishop John J. Snyder High School.

## **ARTICLE III: POWERS**

- Section 1.** This chapter operates under the direction of and in full compliance with the NHS National Constitution,
- Section 2.** The chapter advisor is 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.
- Section 4.** This 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, sex, and disability.

## **ARTICLE IV: MEMBERSHIP**

- Section 1.** 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 2.** Membership in this chapter shall be known as *active, honorary, and graduate*. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and honorary members have no voice or vote in chapter affairs.
- Section 3.** Eligibility:
  - a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
  - b. To be eligible for selection, the candidate must have been enrolled at Bishop John J. Snyder High School for at least one semester.
  - c. Candidates eligible for selection must have a minimum weighted cumulative GPA of 3.75.
  - d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

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

- Section 1.** The selection of members to this chapter shall be by majority vote of the Faculty Council, which consists of five faculty members appointed by the principal. The chapter adviser serves as the sixth, nonvoting, ex officio member of the Faculty Council.
- Section 2.** The selection of active members shall be held once a year at the beginning of the first semester of the school year.
- Section 3.** Prior to the final selection, the following shall occur:
- a. Students' academic records shall be reviewed to determine scholastic eligibility.
  - b. All candidates for membership shall be notified by letter and asked to complete and submit a Candidate Activity Form for further consideration.
  - c. The faculty shall be asked to evaluate candidates by using the official evaluation form provided by the chapter adviser.
  - d. The Faculty Council shall review the Candidate Activity Forms, faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.
- Section 4.** Candidates become members when inducted at our annual NHS Induction Ceremony held in the Cascone Chapel.
- Section 5.** An active member of the National Honor Society who transfers from this school 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 this school will be automatically accepted for membership in this 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 membership.

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

- Section 1.**
- a. Annual dues for this chapter shall be \$20. Dues will be payable to the chapter by the end of the first quarter of the school year.
  - b. Members must attend a minimum of three monthly meetings each semester.
  - c. Members must tutor for the NHS Tutoring Program at least once per semester.
  - d. Members must participate in at least one NHS service project or activity per semester.
  - e. Members must attend the annual NHS Induction Ceremony.
  - f. Members must follow the rules set forth in the Bishop John J. Snyder High School Code of Conduct as listed in the *Parent-Student Handbook*.
- 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 of wearing the National Honor Society emblem.

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

**Section 4.** Chapter members who are seniors in good standing at the time of the final GPA update shall be granted the privilege of wearing the NHS stole at graduation.

## **ARTICLE VII: OFFICERS**

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

**Section 2.** Student officers shall be elected at the last general meeting of each school year. All returning members in good standing are eligible to run for an officer position. 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.

**Section 4.** It shall be the duty of the president to preside at the meetings of the chapter and to serve as the official representative of the chapter at school and community functions.

**Section 5.** It shall be the duty of the vice president to remind members about chapter meetings and activities via Google Classroom and to preside over meetings in the absence of the president.

**Section 6.** It shall be the duty of the secretary to take attendance and minutes at chapter meetings and to send thank you notes and other chapter correspondence, as needed.

**Section 7.** It shall be the duty of the treasurer to keep record of business expenses, dues, and all other financial transactions of the chapter.

**Section 8.** It shall be the duty of the chaplain to begin chapter meetings and activities with prayer.

**Section 9.** All officers are required to plan and participate in the annual NHS Induction Ceremony.

**Section 10.** The officers and faculty adviser 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.

## **ARTICLE VIII: MEETINGS**

**Section 1.** General meetings of this chapter shall be held monthly – typically on the first or second Tuesday of the month at 7:30 a.m. All meeting dates in a semester will be communicated to members at the beginning of that semester. Special

meetings can be called by the adviser or by the president with approval of the adviser.

- Section 2.** Members are required to attend at least three meetings per semester. Officers are expected to attend all meetings.

## **ARTICLE IX: ACTIVITIES**

- Section 1.** The chapter shall determine four or more service projects each year.
- Section 2.** All members are required to participate in at least one of these projects each semester.
- Section 3.** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and faculty, and be well-planned, organized, and executed.
- Section 4.** The chapter shall publicize and promote its projects in a positive manner.

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

- Section 1.** Any member who falls below the standards of scholarship, leadership, service, or character may be considered for discipline or dismissal from the Bishop John J. Snyder High School chapter of the National Honor Society.
- Section 2.** If a member's cumulative weighted GPA falls below 3.75, he/she will be given a written notice of probation. During the probationary period, the member may not participate in the meetings and activities of the chapter. If the GPA remains below standard at the time of the next semester GPA update, the student may be subject to further disciplinary action by the Faculty Council that can include consideration of dismissal from the chapter. A member whose GPA is below standard at graduation will not be granted the privilege of NHS distinction at Senior Awards Night, and will not wear an NHS stole at the baccalaureate and graduation ceremonies.
- Section 3.** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to, destruction of property, stealing, DWI, cheating, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.
- Section 4.** Offenders of the Bishop John J. Snyder High School Code of Conduct 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 Code of Conduct, 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 indicating the reason for consideration of dismissal.
  - b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to a 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 via a written statement presented in lieu of a face-to-face hearing. Following the hearing, the Faculty Council will 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 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.
  - d. The Faculty Council's decision may be appealed within seven days of the hearing, in writing, to the principal.
  - e. A member who is dismissed or resigns may not claim membership on any college admission or scholarship applications, and 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 (e.g., probation, exclusion from a chapter activity).

## **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, approval of the adviser, and approval of the principal.

**Section 2.** These bylaws shall be reviewed and, if necessary, revised within five years of the date of approval noted on this document.

## **ARTICLE XII: AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the chapter. The exceptions are Articles V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).