



Ursuline Academy National Honor Society Bylaws

Article I: Name & Purpose

Section 1 The name of this organization shall be the National Honor Society of Ursuline Academy (NHS).

Section 2 The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Ursuline Academy.

Article II: Role of Principal, Chapter Advisor(s) and Faculty Council

Section 1 The Principal shall annually appoint a Faculty Council composed of a minimum of five members of the school's faculty who may serve consecutive terms.

Section 2 The Chapter Advisor(s) shall regularly review each member for compliance with Society standards and obligations. At the end of each semester, grades and student conduct will be reviewed. Members will also be asked to submit a summary of their service and activities to the Advisor(s) at the end of each semester of the school year to ensure their continued participation.

Section 3 The Faculty Council shall consist of a minimum of five voting faculty members appointed annually by the Principal. The Chapter Advisor(s) shall be ex-officio, non-voting, members of the Faculty Council. No Principal or Assistant Principal may be included on the Faculty Council.

Article III: Membership

Section 1 - Selection Process

- a. Rising juniors and seniors that have attended Ursuline for at least one semester with a minimum cumulative GPA of 3.75 (or 3.5 for the Class of 2023) will receive written notice via U.S. mail by the beginning of July inviting them to apply for admittance to Ursuline's chapter of National Honor Society.

- b. The application will be posted on PlusPortals in July. For a student's application to proceed, the completed application cover sheet must be signed by the student and a parent and turned in to the main office by the designated due date in August. A digital application needs to be submitted to PlusPortals by the due date.
- c. Names of all applicants are shared with the entire Ursuline Academy faculty for feedback on students' scholarship and character. The Chapter Advisor(s) will present the applications to the Faculty Council for deliberation. Three members of the Faculty Council thoroughly review each application to gain consensus on admittance. Each application is further reviewed and discussed by the entire Faculty Council when the original reviewers do not achieve consensus. The Faculty Council bases its deliberation on the application form and any other verifiable information about the candidate's character, leadership, and service that it chooses to obtain. A majority vote of the Faculty Council determines membership.
- d. Those applicants granted membership in NHS will be notified via U.S. mail in early October. The NHS Induction ceremony normally takes place in late October. A candidate must be inducted at this ceremony to be an official member of NHS.
- e. Those applicants not selected for membership in NHS will be notified via U.S. mail in early October with general information as to why and general counsel on how to can reach her goals. If the student is not satisfied with the outcome and wishes to appeal the Faculty Council's decision, the student must do the following within seven days of receiving the decision:
 - 1) Request to meet with the Chapter Advisor(s) to get a more detailed explanation of the decision.
 - 2) After meeting with the Chapter Advisor(s), the student can appeal the decision in writing (via email) to the Principal of Ursuline Academy within seven days of the letters being sent.

If the Administration determines a procedural error has occurred, they may ask the Faculty Council to reconvene to review the application of the student. Decisions regarding membership remain with the Faculty Council.

Section 2 - Member Responsibilities

- a. Maintain a cumulative GPA of at least 3.75 (or 3.5 for the Class of 2023).
- b. Participate in community service either as an individual or through service projects organized by NHS. To remain a member of NHS, students must complete a minimum of twenty service hours annually. These hours must be logged in Mobileserve.

- c. Attend all meetings and workshops.
- d. Conduct self in a manner consistent with the high standards of the National Honor Society.
- e. Sign commitment form.
- f. Pay dues at first meeting of school year.

Section 3 - Discipline/Dismissal

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the Chapter Advisor(s) and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned. A semester of probation will result if a member's GPA falls below a 3.75 (or 3.5 for the Class of 2023) at the semester or if a Category 4 demerit as outlined in the Student Handbook is received. Any member who is suspended or expelled will be dismissed immediately from NHS.

Article IV: Meetings

Meetings will be announced at the beginning of the school year. They may include all school meetings, workshops and service opportunities. All members are expected to attend the induction ceremony each year.

Article V: Chapter Officers

Section 1- State/Define the positions

The officers of the chapter are two co-presidents, a secretary and a treasurer. The co-presidents are responsible for presiding at all chapter meetings, planning service opportunities and chapter meetings. The secretary is responsible for taking meeting notes and correspondence with the members. The treasurer will maintain records of the chapter's expenditures and collections. All officers are required to meet with the Advisor(s) once a cycle for one mod or at a different agreed upon frequency.

Section 2 - Election process

Officers will be elected in the spring. Any junior in good standing is eligible to run for any of the offices. Each candidate will fill out a form describing their

qualifications for NHS Officer. They will be required to give a brief speech describing themselves and their plans for NHS at a meeting where the elections will take place. Active juniors vote for these positions. The two candidates with the largest number of votes will be the co-presidents. The candidates with the next two largest number of votes will be treasurer and secretary.

Section 3 - An officer will be removed for the following reasons:

- a. Failure to attend required meetings with the Advisor(s) without advanced notification.
- b. Placement on probation from the chapter for academic or disciplinary reasons.

Section 4 - Replacement process

A student will be chosen by the Advisor(s) from the list of candidates who ran the previous year. The Advisor(s) will discuss and confirm the replacement with the new officer before announcing the change to the entire chapter.

Article VI: Amending the Bylaws

The Bylaws can be amended and accepted with the approval of the Faculty Council.

Approved by Faculty Council - May 2022.