



**National Honor Society
Bylaws of the Saint John's Catholic Prep Chapter**

- Article I Name**
The name of this chapter shall be the Saint John's Catholic Prep Chapter of the National Honor Society.
- Article II Purpose**
The purpose of this chapter shall be to create an enthusiasm for scholarship, stimulate the desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Saint John's Catholic Prep (SJCP).
- Article III Powers**
- Section 1** This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions.
- Section 2** The chapter advisor is given authority to supervise the administration of chapter activities, as delegated by the SJCP Head of School.
- Section 3** Final authority on all activities and decisions of the chapter resides with the SJCP Head of School.
- Section 4** This chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member based on race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.
- Article IV Membership**
- Section 1** Membership in this chapter is an honor bestowed upon deserving students and shall be based on the criteria of scholarship, service, leadership, and character.
- Section 2** Membership in this chapter shall be known as active and alumni. Active members become alumni members at graduation.
- 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 to membership in this chapter, the candidate must have been enrolled for at least one semester at Saint John's Catholic Prep.
 - c. Candidates eligible for selection to this chapter shall have a minimum cumulative weighted 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 Head of School. The chapter advisor shall be a nonvoting, ex officio member of the faculty council.
- Section 2** The selection of active members shall be held once a year during 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 students who are eligible scholastically (also known as "candidates") shall be notified via email and asked to complete and submit the candidate information form for further consideration.
 - c. The faculty council shall review the candidate information forms, essays, and other relevant information, including evaluations from faculty, discipline records, and MobileServe hours, to determine those who fully meet the selection criteria for membership.
- Section 4** Candidates become members when inducted at a special induction ceremony.
- Section 5** An active member of the National Honor Society who transfers to this school will be accepted for membership in this chapter with verification of good standing with previous chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements for the SJCP chapter and, thereafter, must maintain those requirements in order to retain their membership.

Article VI Obligations of Members

- Section 1** Annual dues and fees for this chapter shall be \$35. Dues will be payable to the chapter within 30 days of the yearly induction.
- Section 2** Each member of this chapter who is in good standing with the chapter membership obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
- Section 3** Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem of the chapter.
- Section 4** Chapter members who are seniors in good standing shall be granted the privilege of wearing National Honor Society insignia at graduation.
- Section 5** Regular meetings of this chapter shall be monthly. Special meetings can be called by the advisor(s) or by the chapter president with approval of the advisor. Members are expected to attend all chapter meetings.
- Section 6** The chapter shall determine one or more service projects for each year. All members shall actively participate in these projects and publicize and promote them in a positive manner.

Section 7	Each member shall have the responsibility of choosing and participating in an individual service project that reflects their particular talents and interests and is approved by the chapter advisor(s). This is in addition to the chapter projects to which all members contribute.
Section 7	All members of this chapter shall participate in peer tutoring. Assignments and expectations will be discussed with returning members at the beginning of each school year and again with returning and new members after the fall induction.
Section 8	Any member who does not regularly and actively participate in meetings, activities, projects, or other chapter obligations will be considered for disciplinary action (see Article VIII).
Article VII	Officers
Section 1	The officers of the chapter shall be president, vice president, secretary, treasurer, and publicist.
Section 2	Student officers shall be elected at the beginning of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer.
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 serve as the official representative of the chapter at school and community functions.
Section 5	The vice president shall preside in the absence of the president and shall keep a record of members' contributions to leadership and service.
Section 6	The secretary shall keep the minutes and attendance records for meetings and be responsible for official correspondence.
Section 7	The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
Section 8	The publicist shall effectively communicate and promote chapter activities, projects, and other information to the SJCP community.
Section 9	If an officer is no longer considered to be a member in good standing or is dismissed from this chapter, there will be a special vote to elect a new member into that office.
Section 10	Officers and the faculty advisor(s) 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 business of the chapter.
Article VIII	Discipline and Dismissal of Members
Section 1	Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Saint John's Catholic Prep Chapter of the National Honor Society. Members of the NHS are expected to maintain their academic standing and take an active role in service and leadership in their school and community.

- Section 2** If a member's cumulative GPA falls below the standard in effect when they were selected, they will be given a written warning and a reasonable time period for improvement. During this time, the student will be considered on probation and not in good standing with the chapter. If the cumulative GPA remains below the standard at the end of the probation period, the student will be subject to further disciplinary action by the faculty council that can include consideration of dismissal from the chapter.
- 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, stealing; destruction of property; 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 school conduct or attendance policies will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). It may be deemed appropriate for the student be considered for probation and not in good standing with the chapter for an allotted time period. If the member is involved in another violation of the school conduct or attendance policies, 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 advisor/faculty council indicating the reason for consideration of dismissal. At that time, the student will be considered on probation and not in good standing with the chapter.
 - b. The member will be given the opportunity to respond to the charge(s) against them at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in the NHS National Constitution). The member has the opportunity to present their defense either in person or via a written statement in lieu of a face-to-face hearing. Following the hearing, 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 presented to the SJCP Head of School for review, and then stated in writing for the student and parents/guardians. Dismissed members must surrender any membership emblems to the advisor.
 - d. A member who is dismissed or resigns 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, including being considered for an extended probation period and therefore not in good standing with the chapter during that time.

This document was revised in June 2023.