



St. Albert Catholic Schools By-Laws

5/7/2014

St. Albert National Honor Society By-Laws

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Article I: Name and Purpose

Section 1. The name of this chapter shall be the St. Albert Chapter of the National Honor Society of St. Albert Catholic Schools.

Section 2: 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 encourage the development of character in the students of St. Albert Catholic Schools.

Article II: Membership

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Character, Leadership and Service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 3. Eligibility:

- A. Candidates eligible for selection to this chapter must be members of the sophomore, junior or senior class.
- B. Candidates eligible for selection must have a cumulative GPA of 3.5 or higher.
- C. Candidates eligible for selection must then earn a minimum 12 leadership/activity points and 10 hours of service for each year of high school.

Section 4. Honorary memberships can be awarded to school officials, principals, teachers, NHS advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement or service in keeping with National Honor Society. Honorary members have no vote in chapter affairs.

Section 5. A special induction ceremony is held every spring. Candidates only become members once inducted.

Section 6. Two members in good standing can be recommended for the National Honor Society Scholarship.

Section 7. A NHS member who transfers from another school and presents a letter of membership from the principal or adviser shall be accepted automatically as a member of the St. Albert chapter of National Honor Society. Transfer members must meet the new chapter's standards within one semester to remain a member.

Section 8. Members who are dismissed or resign are ineligible for membership or its benefits.

Article III: Selection of Members

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter advisor shall notify the principal the results of the Faculty Council's deliberation.

Section 2. Prior to selection:

- A. Student's academic records shall be reviewed to verify a cumulative GPA of 3.5 or higher
- B. Student's who are eligible scholastically will be now known as Candidates. Candidates will be notified and asked to complete and submit the Candidate form and service essay for further consideration for selection.
- C. The faculty shall be requested to evaluate all candidates based on leadership, character and service.

Section 3. National Honor Society is an organization that is based on Leadership, Character and Service. These pillars of NHS are verified by recommendations requested by the candidates.

- A. Leadership: To demonstrate leadership students are required to participate and earn a minimum of 12 activity points. Activities can be either with school or within the community.
 1. Examples include sports, honor band, choir competitions, school clubs, school plays/musicals, 4H, yearbook (upon approval from the yearbook adviser) and boy scouts. A complete list of activities can be found in Appendix A.
 2. Campus ministry, student council, and team manager can be used as either leadership points or service, but not both.
 3. Club sports are included with the school sport and are not counted separately.
 4. Each activity is awarded 1 point.
 5. To reward loyalty to an activity, points are doubled for activities that a student is a member of for more than one year. Points are only double for two activities within one category (the first two sports, clubs, plays, etc.)
- B. Service: To demonstrate service students are expected to complete 10 hours of service for every year in high school. Sophomores-20 hours, Juniors-30 hours, Seniors-40 hours.
 1. Service hours must be completed for Saint Albert, church or any non-profit organization. A list of some service locations are located in Appendix A.
 2. A maximum of 10 hours can be fulfilled at Saint Albert.
 3. Service hours can not be a requirement for a school activity or class.
 4. Service can be completed with a single organization or multiple organizations. The candidate must:
 - A. Visit at least twice.
 - B. Provide a minimum of five hours of service.
 5. Service hours can not be performed during the school day.
- C. Character: Is evaluated through recommendations given for activities and service.

Section 4. The Faculty Council shall review the Candidate form, disciplinary records, faculty evaluations and activity/service recommendations. They may include other means of evaluation such as essays or interviews if necessary.

Section 5. The selection of new members shall be held once a year in the spring.

Article IV: Faculty Council

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal

Section 2: No principal or assistant principal may be included on the Faculty Council.

Section 3: At least one member must be appointed to consecutive terms.

Section 4: The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions and warning cases.

Section 5: All decisions made by the Faculty Council are final. Any appeal or grievance regarding a decision made by the Faculty Council must be submitted to the school administrator.

Article V: Expectations

Section 1: All members must uphold the high standards of National Honor Society through continual demonstration of the four pillars: Scholarship, Leadership, Character and Service.

Active members are expected to:

- A. Maintain a cumulative GPA of 3.5 or higher.
- B. Continue membership in school organizations.
- C. Demonstrate leadership at school and in the community.
- D. Volunteer their services at school or in the community.
- E. Attend monthly meetings.
- F. Assist with all chapter activities.

Section 2: Active members, along with a parent, will sign chapter contract at the beginning of each year .

Article VI: Attendance

Section 1: Members are required to attend monthly meetings held on the second Tuesday of the month. (The dates of meetings may be subject to change.) If a member is unable to attend they are to contact one of the officers or the advisor and give a reason for his/her absence.

Section 2: Students are allowed one unexcused absence with a warning that a second unexcused absence can lead to probation or loss of membership which is reviewed by the Faculty Council.

Section 3: The NHS advisor or president can call special meetings as necessary.

Article VII: Service

Section 1: An individual service project is required by each active member of the chapter each year they are a member.

- A. This service project consist of completing 10 hours of service to the school, church or a non-profit organization in the community. A list of some service locations are located in Appendix A.
- B. A maximum of 10 hours can be done at Saint Albert, the remaining must be done in the community
- C. Service hours can not be a requirement for a school activity or class.
- D. Service can be completed with a single organization or multiple organizations.

The active member must:

- 1. Visit at least twice.
 - 2. Provide a minimum of five hours of service.
- E. Service hours can not be performed during the school day. (Some school service opportunities may qualify for NHS hours upon approval by the NHS advisor or school administration.
 - F. To verify hours an Active member service form must be signed and turned in by the last meeting prior to Induction.
 - G. A one page essay describing the details of your service project must be submitted for completion of hours. It must be submitted to the advisor by the last meeting prior to the induction.

Article VIII: Chapter Service

Section 1: Each active member is required to participate with the chapter service project/s every year. If they are unable to attend, the member must contact the NHS advisor for approval.

Section 2: The chapter service project includes two blood drives. One in the fall and one in the spring.

Section 3: Active members, student, faculty/administration or the community can request the service of National Honor Society at any time during the year.

Section 4: Administration/teachers/parents may request active members for tutoring. This will be on a volunteer basis and can be used to earn service hours. This can be subject to change as needed by the administration and can become required by all active members

Article IX: Dues

Section 1: Dues will be set each year by the chapter as needed. Dues can not exceed \$20.00.

Section 2: National Honor Society will request from school administration a “Out of Uniform Day” to fundraise. All school guidelines will apply if given permission.

Article X: Scholarship

Section 1: The chapter will offer a \$100 scholarship to a graduating senior who is a non-member of the chapter and will be attending a four-year college/university. This senior should demonstrate the qualities of leadership, character and service. They will be selected by majority votes.

Section 2: Each year two active member seniors can be selected to apply for the National Honor Society scholarship. All interested seniors can submit their names. Students will be selected on the basis of scholarship, leadership, character and service. The two applicants will be selected with a majority vote by the Faculty Council and chapter members. The chapter will pay for any fees associated with the application.

Article XI: Officers

Section 1: Election of Officers

- A. A President, Vice President, Secretary, and Treasurer will be elected by active members. The officers will be nominated and voted on in the above order. After nominations are heard a secret ballot will be taken to elect each officer.
- B. A majority vote is needed to elect any officer. If the first vote is a tie, then a second vote shall be done with the two candidates receiving the most votes.
- C. All active members shall nominate or vote.
- D. This process will take place during the May meeting after the induction of new members. The retiring president shall preside.
- E. New officers shall be installed with a special ceremony.

Section 2: Responsibilities of the Officers

- A. President:
 1. The president is responsible for calling meetings and presiding over all meetings with the aid of the advisor.
 2. The president is responsible for presiding over all activities of the chapter with the aid of the advisor.
 3. The president will also be the primary presenter at the induction ceremony.
 4. The president is the liaison between the advisor and active members. He/She will send any needed communications/reminders to active members from the advisor.

B. Vice-President:

1. In the absence of the president, the vice president assumes all roles and responsibilities of the president.
2. The vice president is also responsible for aiding the president in presiding over all meetings and activities of the chapter with the aid of the advisor.
3. He/She will also be a presenter at the induction ceremony.

C. Secretary:

1. The secretary is responsible for keeping the minutes of each meeting.
2. The secretary is responsible for taking roll at all meetings and notifying the advisor of absences.
3. The secretary is responsible for any correspondence needed for the Chapter.

D. Treasurer:

1. The treasurer is responsible for any funds collected by the chapter. (Including dues, induction, and conferences/retreats.)
2. The treasurer is in charge of the "Out of Uniform" fundraiser, including prepping for, collecting and counting the money, and completing the money transaction with the business office along with any needed forms.
3. The treasurer will report all findings to the advisor.

Section 3: In the event of an amendment to the by-laws or a rewriting of the by-laws, the President, Vice President and Secretary will need to review and sign the updated version.

Section 4: In the event that an officer is not in good standing or dismissed from NHS, their duties and responsibilities shall be passed on. The Faculty Council will decide if

- A. The remaining members of the current council will fill the position
- B. They will be replaced with a majority vote of current members.

Article XII: Disciplinary Actions

Section 1: National Honor Society is a national membership built on the four pillars— Scholarship, Leadership, Character and Service. Any member who falls below these standards may be considered a member not in "good standing" and will not have the same rights/privileges as the active member. Not being in "good standing" can prevent the member from participating in:

- A. Office positions
- B. Induction
- C. Group Service project (Blood Drive)
- D. Retreats/Conferences

Section 2: A NHS member not in "good standing" is automatically on probation for 30 days.

Section 3: Falling below the NHS standards can also result in, but are not limited to, probation, extra service hours or dismissal from NHS, which may be above and beyond any school penalties.

Section 4: All active members are to abide by the Code of Conduct established by Saint Albert Schools. Any infraction of the code of conduct may result in, but are not limited to, probation, extra service hours or loss of NHS membership.

Section 5: Any infractions will be reviewed by the Faculty Council and consequences will be determined with a majority vote.

Section 6: All Faculty Council decisions are final.

Section 7: Infractions

- A. Scholarship– Members are required to maintain a cumulative GPA of 3.5. If an active member drops below a 3.5, they will be notified in writing and placed on probation for one semester. At the end of the semester:
 - 1. If the GPA is 3.5 or higher, the probation is lifted.
 - 2. If the GPA is still below a 3.5, the member is dismissed from NHS.
- B. Service- Individual Service Project: Service is one of the four pillars of NHS and an individual service project must be completed and verified by the last meeting prior to induction. Failure to complete will earn a status of a member not in “good standing” and can also lead to, but not limited to:
 - A. Removal from the Induction ceremony.
 - B. Probation
 - C. Dismissal
- C. Leadership/Character– Members are required to continually show leadership and character. They are to be a role model to all the student body. Failing to do so by violating the Saint Albert Code of Conduct will be reviewed by the Faculty Council and can lead to, but is not limited to, probation, extra service hours or dismissal from National Honor Society.
 - 1. Attendance: Attendance to meetings and the chapter service activities are important for the function of NHS. Failure to attend shows a lack of respect for the other members and the services NHS is trying to provide. Members are considered unexcused once 10 minutes of the meeting or event have passed.
 - A. One unexcused absence will result in a warning.
 - B. Two unexcused absences will be taken to the Faculty Council for review and can lead to, but is not limited to, probation, extra service hours or dismissal from National Honor Society.
 - 2. Physical altercations/assaults: Being involved in a physical altercation/assault shows poor character and leadership. Saint Albert Schools should be a safe environment for all who enter. Any offense would will earn a status of a member not in “good standing” and can also lead to but not limited to:
 - A. Dismissal

3. Possession/misuse of alcohol, drugs or tobacco products: As stated by the Saint Albert Code of Conduct– possession is defined as being on the premises where alcohol or drugs are served or consumed illegally. When a student is reported as being at a party/location where alcohol/drugs are served, it doesn't matter the length of time they are there or whether they participated or not, the consequences are the same since the law defines it as possession. Any offense would will earn a status of a member not in “good standing” and can also lead to, but not limited to:
 - A. Dismissal
4. Theft, vandalism other criminal charges: These are in direct violation of the National Honor Society pillars. Any offense would will earn a status of a member not in “good standing” and can also lead to, but not limited to:
 - A. Dismissal

Section 8: Dismissal

- A. The member will receive written notification indicating the reason for the dismissal.
- B. The member has the right to present his/her defense in writing to the Faculty Council prior to the Faculty Council's decision.
- C. All decisions by the Faculty Council are final.
- D. The decision is made by majority vote.

Article XIII: Emblem

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society. Members not in “good standing” do not have the privilege of wearing the emblem until their member status is in “good standing”.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If this is purchased by the member, the chapter will reimburse the student for the expense.

Section 3: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords/stole at graduation.

Article XIV: Powers

Section 1: The chapter advisor is given the authority to supervise the administration of the chapter activities, as delegated by the school principal.

Section 2: The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

Article XV: Amendments

Section 1: These bylaws may be amended with a majority vote of the chapter, provided notice of the proposed amendment had been given to members at least one month prior to the vote. Exceptions include the selection process and discipline, which are developed by the Faculty Council.

Section 2: Bylaws and amendments must be consistent with the Constitution of the National Honor Society.

Article XIII: Pledge

Section 1: All new inductees to the National Honor Society will recite the following pledge.

I pledge myself to uphold the high purpose of
The National Honor Society to which I have been elected.
I will remain true to my school; and will maintain and encourage
High standards of knowledge, leadership, scholarship, character and service.

Appendix A:

Section 1. Activities

A. Examples include:

- Sports
- Honor band
- Choir competitions
- School clubs
- School plays/musicals
- Dance team
- 4H
- Yearbook (upon approval from the yearbook adviser)
- Boy scouts

B. Club sports are included with the school sport and are not counted separately.

Section 2: Service

A. Examples include:

- Church (bible study, singing, Eucharistic minister, alter server, church events)
- Saint Albert (auction, score keeping, open houses)
- Community
 - Hospital volunteers
 - Mohm's Place, Phoenix House, etc.
 - Boy's and Girls Club
 - Red Cross
 - Animal Shelters
 - Political campaigns
 - Nursing homes

Section 3: Campus ministry, student council and team manager can be used as either leadership points or service but not both.

The above St. Albert Chapter By-Laws
Were agreed upon by

Tarra Wiederin, Chapter Advisor _____

David Schweitzer, School Principal _____

Emma Munger, Chapter President _____

Gus Doll, Chapter Secretary _____

On

May 7, 2014