



National Honor Society Chapter Bylaws

Scholarship, Character, Leadership, Service

Article I: Name

The name of this chapter shall be the GRACE Christian 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 GRACE Christian School.

Article III: Powers

Section 1.

This chapter operates under the direction of and in compliance with the NHS National Constitution. See <http://www.nhs.us/constitutions>.

Section 2.

The chapter adviser 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.

Nondiscrimination. Our 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, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and selection, discipline, and dismissal of members.

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 alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3.

Eligibility:

- i. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- ii. To be eligible for selection for membership in this chapter, the candidate must have been enrolled for a period equivalent to one year at GRACE Christian School.
- iii. Candidates eligible for election to the chapter shall have a weighted minimum cumulative grade point average of 3.7.
- iv. 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 a majority vote of the faculty council, which consists of five confidential faculty members appointed by the principal and the chapter adviser. The chapter adviser shall be the sixth, non-voting, facilitating member of the faculty council.

Section 2.

The selection of active members shall be held once a year during the second semester of the school year. Eligibility checks are conducted immediately after the third quarter for all sophomores, juniors, and seniors, and the selection process is conducted henceforth.

Section 3.

Prior to selection, the following shall occur:

- i. Students' academic records shall be reviewed to determine scholastic eligibility.
- ii. All students who are eligible scholastically will be awarded during Awards Night.
- iii. After being notified of their eligibility, students may decide to complete and submit the candidate application to be considered for induction.
- iv. The chapter adviser receives all candidate applications. Next, he or she checks all school service hours to confirm they are up to date. Failure to complete previous school service hours disqualifies a candidate from NHS induction.
- v. The chapter adviser takes remaining candidate applications before the faculty council. The faculty council reviews the candidate applications and other relevant information to determine those who fully meet the selection criteria for membership. The faculty council will determine selection based not only on information provided in the candidate application, but also shall consider their own observations of each candidate's demonstration of scholarship, character, leadership, and service.
- vi. The principal approves the faculty council's decisions.
- vii. Invitations to an NHS Breakfast and Induction Ceremony are sent to all approved candidates.

Section 4.

Candidates become members when inducted at this NHS Breakfast and Induction Ceremony in the fall. Candidates will receive a certificate of membership and be asked to pledge an oath to uphold all responsibilities required of them as members of National Honor Society.

Section 5.

Outgoing membership transfers. An active member of the National Honor Society who transfers from this school shall take their certificate of membership to their future school as proof of membership.

Section 6.

Incoming membership transfers. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter upon notification, in a timely fashion, to the chapter adviser of his/her membership. The transferring student must provide the adviser proof of membership in the former chapter, whether it be by a membership card, certificate, school transcript, or letter of transfer. The transferring student will then receive a membership certificate for the GRACE Christian School Chapter of NHS. In the case of differing requirements between NHS chapters, the student is given an acceptable amount of time to meet qualifying standards for membership within our chapter.

Article VI: Obligations of Members

Section 1.

There are no annual dues for membership in the GRACE Christian School Chapter of NHS.

Section 2.

Each member of this chapter who is in good standing with regard to the membership standards and membership obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society, and to walk with honor cords at graduation.

Section 3.

Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem to the chapter and honor cords at graduation.

Section 4.

Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation, and receiving the NHS seal on his or her diploma.

Article VII: Service Activities

Section 1.

Chapter community service project. All chapters of the National Honor Society are required to complete a chapter service project each year. At GRACE, we have created the tutoring program to meet this requirement. NHS students are required to tutor other GRACE students a minimum of 10 hours per year. When another GRACE student is in need of a tutor, he or she submits a tutoring request to the NHS Officers -- Officers then communicate the request to other NHS students, who are matched to work with the student making the request. Tutoring must be with a GRACE student, because this service project is *specifically for this community*. Tutoring siblings will be permitted only if the sibling's teacher has signed and returned the Sibling Tutoring Confirmation Form. Students must log all hours on the NHS Tutoring Form and have a supervising adult sign off that they witnessed the tutoring being completed.

Section 2.

Individual service hours. Students must also complete 10 hours of community service of their choice. This can be additional tutoring if they would like, or they can seek out and fulfill other community service needs. Students log all completed hours on the NHS Individual Service Hour form, and submit to the chapter adviser by the required date listed in Appendix A.

Restrictions on individual service hours:

- i. Students must complete service hours successively each year. They may not count service hours from past years as additional hours for NHS, even if they have completed more than is necessary in the past.
- ii. Students may not transfer normal community service hours into NHS hours -- NHS hours are in addition to their normal 20 community service hours.
- iii. All hours must be signed off and witnessed by a supervising adult. The chapter adviser is permitted to follow up on any questionable submissions. Pending discussion with the Faculty Council, chapter adviser, and principal, a student may be dismissed from NHS service if found to be lacking integrity in the report of community service hours.

Article VIII: Officers

Section 1.

The officers of the chapter shall be president, vice president, and secretary.

Section 2.

Student officers shall be elected at the first meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member may also nominate an eligible member as a candidate for office if there are no members voluntarily running. At this first meeting, all officer candidates must give a speech communicating his or her qualifications, plans, and goals intended for the desired position.

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.

Officer duties:

- i. President - The chapter president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter. The chapter president must know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgement, have energy, be able to work with many different people and personalities, and have a good relationship with chapter, faculty, and student body. The president is the point-person and face of the organization at our school, and leads all meetings of the National Honor Society.
- ii. Vice President - The vice president's primary role is to serve as the official replacement for the president should the president fail to function or be unable to fulfill his or her responsibilities. The vice president, more than any other officer, has the opportunity to be creative in the position beyond the primary job description. The vice president is the

president's closest student adviser and assistant. The vice president and president must work very closely together to create a productive Honor Society. While the president serves as the public face of the organization, the vice president serves as the behind-the-scenes person who plans, organizes, schedules, and oversees to make sure the chapter work is done. To be successful in this role, a vice president must know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgement, have energy, be able to work with many different people and personalities, and have a good relationship with the president, chapter, faculty, and student body.

- iii. Secretary - The secretary's primary responsibility is to keep the official records of chapter business, take the minutes at every NHS meeting, and serve as the official correspondent for the chapter. The historical memory of the Honor Society on our campus depends on the quality of the secretary's performance. The job requires accuracy, neatness, and completeness. The secretary is expected to be the keeper of the records and the designer of the agenda, be organized, know nearly everything about every meeting, be alert to the calendar and progress of committees, be knowledgeable about meeting procedures, and spend time planning and organizing our chapter's work.
- iv. Shared Duties - In addition to running all National Honor Society meetings and planning acts of service throughout the year, Officers are in charge of the tutoring program established at GRACE. Requests for tutoring are submitted via Google Forms. Officers have access to the tutoring email account (tutoring@gracechristian.net) that provides access to a spreadsheet detailing information submitted via the Google Form. Officers must work from this spreadsheet and email to match tutoring requests with NHS tutors. All correspondence between tutoring coordinators, tutors, and parents/students must take place via this email address, and the spreadsheet should be checked daily for new submissions. A request may remain outstanding for two days before it is filled; any longer is unacceptable. The chapter adviser also has access to this email, and is expected to periodically check and assess the coordinating completed by the Officers.

Section 5.

Officers and the NHS 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. Any action by the executive committee is subject to the review of the chapter members.

Article IX: Meetings

Section 1.

Regular meetings of this chapter will be held, at minimum, of once per quarter. Special and additional meetings can be called by the president with approval of the chapter adviser.

Section 2.

Members are expected to attend all chapter meetings.

Article X: 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 GRACE Christian School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership in his or her school and community.

Section 2.

If a member's cumulative grade point average falls below the standard in effect when he or she was selected, he or she will not receive recognition for outstanding academics or for consecutive NHS eligibility at the Awards Night or following events. However, if he or she completes all required community service, he or she will still be permitted to graduate with honors cords. If a member's cumulative grade point average falls grossly below academic standing for NHS, further disciplinary actions or dismissal, may occur at the discretion of the chapter adviser and faculty council.

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 DWI; stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school, school related activities, or in the community.

Section 4.

Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by the faculty council, student, or parent. If the member continues to be in violation of the school conduct code, 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:

- i. The member will receive written notification from the adviser indicating the reason for consideration of dismissal.
- ii. The member will be given the opportunity to respond to the charge against him or her via a written statement addressed to the chapter adviser and faculty council. The faculty council will then vote on whether to dismiss the student. A majority vote of the faculty council is needed to dismiss any member.
- iii. 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 certificates, emblems, and awards to the NHS adviser.
- iv. 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.

Article XI: Approval and Review

Section 1.

These bylaws will be approved upon receiving approval by GRACE administration.

Section 2.

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

Appendix A: Important Dates

Spring Semester

One Week After Awards Ceremony

All **applications for membership due** to chapter adviser

By End of School Year

All applications reviewed by faculty council, decisions made on which students to induct

May 1

All National Honor Society community service hour forms due for seniors who wish to receive their honors cords on the night of the Senior Dinner.

May 15

All National Honor Society community service hour forms due for seniors who wish to receive recognition in the graduation program (if not already submitted)

May 22

All National Honor Society community service hour forms due for seniors who wish to walk with honors cords at graduation (if not already submitted)

Final Day of Exams

All National Honor Society community service hour forms due for juniors who wish to continue in NHS their senior year

Summer Break

Can begin to work on community service requirements for the next school year.

Fall Semester

Early August

Accepted students receive invitation to NHS Induction

Late August

NHS Induction Breakfast and Ceremony

First Meeting

NHS Officers elected for the year

National Honor Society

GRACE Christian School Chapter Application for Membership

Student Name: _____ Cumulative GPA: _____

Completed Community Service Hours: _____

Please provide typed, full-paragraph responses to the following questions and submit your responses attached to this application:

1. Why do you wish to join National Honor Society?
2. What **character** traits do you exemplify to be worthy of induction? Please provide specific examples.
3. What **leadership** qualities do you exemplify to be worthy of induction? Please provide specific examples.
4. What outstanding **service** have you performed? How has this made an impact on your community? How has this made an impact on you?
5. If granted membership, what contributions to the organization will you make? What acts of service will you provide, plan, and perform?

Please read the following in its entirety. By signing and submitting this application to your NHS chapter adviser, you agree that you understand and are willing to complete all responsibilities outlined below, and have read and agree to all information within the NHS Chapter Bylaws.

I understand and commit to fulfilling the following requirements to maintain membership each year in the GRACE Christian School Chapter of the National Honor Society:

- maintain a 3.7 or above grade point average
- 10 additional community service hours of my choice per year
- 10 hours tutoring GRACE students as part of the tutoring program per year

I understand if I do not fulfill these following requirements, I will not be permitted to walk with National Honor Society recognition at graduation.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____