

BY-LAWS of the Sr. Teresa Trayers, SND Chapter of the National Honor Society at Bishop Stang High School

SCHOOL MISSION STATEMENT

Bishop Stang High School is a Catholic, college-preparatory school called to share the Gospel of Jesus Christ by “making known the goodness of God.” We holistically educate a diverse student body in a respectful, nurturing and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge and service.

ARTICLE I: NAME

The Bishop Stang High School Chapter of NHS is named after Sr. Teresa Trayers, SND. Sr. Teresa is a member of the Sisters of Notre Dame and was the last representative of this religious order that originally staffed our school. Sister served Bishop Stang as a teacher and guidance counselor for twenty-four years until her retirement in June of 1998. The official name of the chapter shall be the **Sr. Teresa Trayers, SND Chapter of the National Honor Society at Bishop Stang High School.**

ARTICLE II: CHAPTER DEDICATION AND PATRON

The Chapter is dedicated to the Virgin Mary under her title Our Lady, Seat of Wisdom.

Members of NHS who belong to the Catholic, Orthodox or Episcopal Church are urged to turn to her in prayer and imitate her virtues. Members who belong to other Christian churches are urged to pay specific honor to her as the Mother of Jesus.

The Chapter shall observe as its patronal feast the Solemnity of the Annunciation, which is also the feast day of our school chapel.

The Chapter maintains an image of the Annunciation, which is permanently displayed in our school chapel.

ARTICLE III: PATRONAL FEAST DAY ACTIVITIES

On the Solemnity of the Annunciation, March 25th, members shall gather together during the school day for a celebration of the Solemnity. At a time agreed upon by both the advisor(s) and the administration, the celebration of Morning Prayer or the Divine Liturgy will take place. If the Solemnity of the Annunciation falls on a Saturday or Sunday, the celebration shall be transferred to the previous Friday. If the Solemnity falls during Holy Week, the celebration is transferred to the Monday following the Octave of Easter.

The Catholic Church celebrates the feast of Our Lady, Seat of Wisdom on June 8th.

ARTICLE IV: POWERS

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

Section 2. The principal, in consultation with the president of the school, 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 V: MEMBERSHIP

- Section 1.** Membership in the National Honor Society is both an honor and a responsibility.
- Section 2.** Students selected for Induction are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.
- Section 3.** An individual who is a member of NHS is reminded that their membership is a 24 hours a day, 7 days a week, 365 days of a year commitment that applies both in and outside of school.
- Section 4.** Ninth and twelfth graders are not eligible for nomination for membership in the Sr. Teresa Trayers, SND Chapter of the National Honor Society; nomination is reserved for sophomores and juniors.
- Section 5.** Attendance of Meetings
- a. Members must attend all Members Meetings as mandated by the Executive Board; the date for each meeting will be posted in advance.
 - b. Members who fail to attend a meeting must see their group's officer to explain and record the reason for the absence. The reason for the absence will be recorded on the attendance form in the group folder. Students who have excessive absences (more than 2), will receive a letter of warning and that letter will be placed in their NHS student file. The letter will be considered by the Faculty Council in the event of a disciplinary hearing.
 - c. Members who fail to regularly attend meetings will be asked to reconsider their membership in the society.
 - d. Members must make sure to participate in attendance taking for each meeting.
 - e. Only active members have a voice and vote in chapter affairs.
 - f. Active members become graduate members upon graduation.
- Section 6.** Honorary Membership
- a. The Faculty Council is urged to use discretion in conferring honorary membership.
 - b. It is not the normal practice of the Sr. Teresa Trayers, SND Chapter to confer honorary membership upon students. Historically all honorary members of the chapter have been faculty or staff who have exemplified the standards of NHS in their professional careers but who were not members of the National Honor Society during their years in high school.
 - c. As stipulated in the Constitution, honorary membership may be granted to those who have extended outstanding service to the school in keeping with the purpose of the National Honor Society. The Faculty Council may also honor an outstanding student who has a handicap that prevents the student from meeting the requirements of membership.
 - d. Other students who attend the school are not eligible for honorary membership, with the exception of foreign exchange students who are unable to meet the requirements in full (particularly those of attendance), but who, in the opinion of the Faculty Council, deserve the honor.
 - e. The usual membership card or certificate may be given to honorary members with the word "honorary" typed on it. Honorary members are permitted to wear the official insignia.
- Section 7.** Transfer Membership
- a. A National Honor Society member who transfers to this school and brings a letter from the former principal/chapter advisor shall be accepted automatically as a member of the chapter.

- b. Transfer members must meet our academic standards within one semester in order to retain membership. Those who do not will be subject to the typical discipline procedure for all members.

NHS FILE

- a. The Chapter Advisor(s) shall maintain a file on each NHS member in a secure place.
- b. The file will contain a member's portfolio, letters, service reports, etc. This may be viewed at any time by request to the Chapter Advisor.

ARTICLE VI: SELECTION OF MEMBERS

Section 1. Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the Faculty Council.

Section 2. The selection process must be public information, available to parents and students upon request. It shall be published in the official School Agenda. The selection process, determined by the Faculty Council, shall be fair, non-discriminatory, and consistently applied.

Section 3. Prior to the final selection, the following shall occur:

- a. Only those students who have a cumulative grade point average of 3.5 meet the scholarship criteria for the National Honor Society. These students are then eligible for consideration on the basis of service, leadership, and character.
- b. To be eligible for selection to membership in the chapter, the candidate must be in attendance for a period of one semester at Bishop Stang High School.
- c. While the academic criterion is important, membership should never be considered on the basis of grade alone, even though the Faculty Council may consider scholarship as the most important of the four criteria. Choosing members on the basis of scholarship alone is a violation of the constitution.
- d. In evaluating potential members for leadership, service and character, the Faculty Council shall review the definitions of these criteria.
- e. The leadership criterion is considered highly important for membership selection.
- f. The criterion of service is often defined in terms of value of contributions; toward school, classmates, and community as well as the students overall attitude toward service.
- g. Character is the most difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of character. All judgments should be free of hearsay and rumor. Because of the Catholic nature of Bishop Stang High School, it is expected that individuals also be exemplary examples of the basic teachings of Christianity as expressed within the culture of Bishop Stang.
- h. Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking rules are poor membership risks, but should not be automatically excluded from consideration for membership. A proper regard for adolescent growth and behavior is essential.

Section 4. Chapter Process

- a. The process for selecting members begins shortly after GPA's are disseminated by the Guidance Department at mid-year.
- b. Students who are academically eligible are sent a letter informing them of their nomination for membership. The letter shall contain other information such as the meeting times established by the Advisor, as well as a reminder that nomination does not imply automatic acceptance into the Society.

- c. In order to accommodate students' various schedules, a number of meetings, both during and after school shall be held. The purpose of these meetings is to inform prospective members of their responsibility as outlined below.
- d. After the meeting, each student nominee will have two weeks to compile a portfolio which will include the following items:
 - i. Two character letters of reference from adults who are non-relatives of the nominee
 - ii. Various completed forms distributed at the above-mentioned meetings
 - iii. A letter addressed to the Advisor and Faculty Council stating why the individual seek to be a member of NHS and explaining what they feel they can offer to assist the Chapter in its growth
 - iv. Teacher evaluation forms (These forms are sent out by the Advisor(s) at the same time as Nomination letters. Once returned, the Advisor(s) will place them in the Portfolio as they are confidential and are destroyed once the Selection Process is completed)
- e. Portfolios submitted after their due date will be submitted to the Faculty Council by the Advisor along with the specific notice of the fact that it was overdue and the reason for it.
- f. Once all the portfolios are completed, the Faculty Council will meet to review them. Upon completion, a vote shall be taken. A simple majority vote suffices for membership. The Council's decision is absolute and final.
- g. Students will be notified of their acceptance or rejection by letter.
- h. Accepted students receive a copy of the Constitution and Chapter by-laws. These documents must be read and a form signed by the student and their parent/guardian stating that they understand the duties and responsibilities of NHS membership as well as the consequences for not meeting them.
- i. Selected members are now referred to as "Inductees".
- j. An Induction fee (\$30.00) will be paid by the students no later than three weeks before the Induction Ceremony.

Section 5. Induction Rites

- a. The Induction ritual will be held on the Sunday afternoon/evening following Mother's Day. Activities will include the following:
 - i. Prayer Service (Vespers, Benediction, Marian Devotions, etc.)
 - ii. Induction Ceremony
 - iii. Reception
- b. Students only become members once they have been inducted during this special ceremony. However, should a student be unable to attend Induction for a serious reason, that student should inform the Advisor immediately. The student shall be formally inducted at the June 8th service in honor of Our Lady Seat of Wisdom, by standing before those assembled and reading the NHS pledge publicly and then signing the NHS Log Book.

ARTICLE VII: OBLIGATIONS OF MEMBERS

Section 1. Publicity Committee

- a. The National Honor Society publicity committee will serve the chapter as a whole by keeping all members up to date on chapter activities and events.
- b. Specific responsibilities of the committee will include frequently updating a Bishop Stang National Honor Society Edmodo Group Page (overseen by the advisor), and frequently updating the National Honor Society Bulletin Board.

- c. The committee may assume additional responsibilities pertaining to publicity that might arise in a particular year as decided upon by the Executive Board.
- d. The Senior Vice President and Senior Historian will jointly head the publicity committee. These two Executive Board officers are responsible for appointing members to the committee as they feel is necessary. No other Executive Board officers should be included in their selection.
- e. Members of the committees will be responsible for adding activities and pictures to the bulletin board across from the nurse's office. Pictures will be replaced as these yearly activities are completed so the board is always displaying "updated" images
- f. Inclusion in the committee is entirely voluntary.

Section 2. National Honor Society Emblem

- a. Each member of this chapter who is in good standing with regard to membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society (the pin).
- b. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Duties of Members

- a. Maintain the characteristics of Character, Scholarship, Leadership and Service
- b. Fulfill the service requirement
- c. Participate in all activities mandated by the Executive Board
- d. Pay yearly dues
- e. Attend all Members Meetings
- f. Attend the Patronal Feast Day observance (Annunciation)
- g. Attend the Induction Ceremony
- h. Maintain a 3.5 or higher GPA

Section 4. Service Requirement

- a. The National Honor Society exists primarily as a service organization. Each and every NHS member is responsible for initiating and completing a service requirement for every calendar year of his/her membership. (A calendar year, with regards to service, begins with the May Induction ceremony and concludes on May 1st of the following year for juniors and April 1st for seniors.) This service requirement is in addition to the school's FIAT program.
- b. In addition to NHS chapter service projects, every member is expected to complete a minimum of 15 hours of service. These service projects can consist of one major service project or be composed of a number of service opportunities. While the entire 15 hours can be credited from out-of-school service projects, some service may come from in school projects, however it is encouraged that some come from out of school projects and that this be submitted with the proper service forms.
- c. Because of the Catholic nature of Bishop Stang High School, NHS members are highly encouraged to complete their service commitments in their respective "faith communities" (church, synagogue, etc.) if possible.
- d. Upon completion of the service requirement, each member is to deliver the NHS Service Form to the chapter adviser(s) specifying his/her activities. Any attachment to the service form must include the name, address and phone number of the volunteer organization he/she assisted. This will assist in the verification of the completion of the service requirement.

- e. Failure to complete the yearly service requirement will mean that a member will have an “unfulfilled responsibility” to the chapter and will appear before the Faculty Council for membership review.

Section 5. Dues

- a. All members must pay their yearly dues (\$20) **to their specific committee head ONLY**. Students unable to meet this responsibility should speak directly to the Chapter Advisor(s).

ARTICLE VIII: OFFICERS

Section 1. Executive Board

- a. The Executive Board is composed of the Chapter Advisor(s) as appointed by the Principal of Bishop Stang High School, the Sr. & Jr. Presidents, Sr. & Jr. Vice-Presidents, Sr. & Jr. Secretaries, Sr. & Jr. Treasurers, Sr. & Jr. Parliamentarians, and the Sr. & Jr. Historians.
- b. The Executive Board makes decisions regarding the activities of the Chapter and sets the Agenda for Members Meetings.
- c. All student members of the Executive Board have one vote. The Chapter Advisor(s) is a non-voting member.
- d. A majority vote is needed to enact a proposal.
- e. The Executive Board will meet on the third Thursday of every month (unless dictated otherwise due to holidays or vacations, etc.).
- f. All Executive Board meetings will begin with the prayer “Hail Mary” and finish with the prayer “Our Lady, Seat of Wisdom, pray for us!”
- g. Other meetings will be called as needed.
- h. Minutes of all Executive Board meetings shall be taken by the Secretary and given to the Chapter Advisor for distribution at the next Executive Board Meeting.

Section 2. Officers and Their Responsibilities (***Currently much of this is done by the advisor or the responsibilities are shared between all of the officers as specified during Executive Board Meeting.***)

- a. Senior President:
 - i. The President will be a role model for the membership – exemplifying the qualities of NHS: Scholarship, Leadership, Character and Service.
 - ii. The President is responsible for all activities of the Sr. Teresa Trayers, SND Chapter of the National Honor Society.
 - iii. The President will meet with the Chapter Advisor on a regular basis to be decided by both.
 - iv. The President will oversee all preparations for Induction ceremonies and the celebration of the Solemnity of the Annunciation in conjunction with the Chapter Advisor.
 - v. The President will oversee all chapter meetings and activities and the annual Rock-a-thon Food Drive. (Overseeing will be done personally or by a designated representative.)
 - vi. The President will oversee any additional service project assumed by the chapter as a “charity of the year.”
 - vii. The President will compose nomination letters in support of a “student of the year” and “commended chapter” award at the state level.
 - viii. The President will head a senior member committee.
- b. Senior Vice President

- i. The Vice-President will be a role model for the membership – exemplifying the qualities of NHS: Scholarship, Leadership, Character and Service.
 - ii. The Vice-President will assume the duties of the President if the President is not able to carry out the responsibilities of the office.
 - iii. The Vice-President will be in regular contact with the Chapter Advisor on a regular basis to be decided by both.
 - iv. The Vice President will help in the preparations for Induction ceremonies.
 - v. The Vice President will be responsible for overseeing the NHS Publicity Committee, assisted by the Senior Historian, to ensure the timely and accurate posting of chapter events on the bulletin board and Edmodo Page as well as the timely release of information for all chapter publications (e.g. annual newsletter). The Vice President will annually appoint members to said committee (See PUBLICITY COMMITTEE).
 - vi. The Vice-President will head a senior member committee.
- c. Senior Secretary
- i. The Secretary will be a role model for the membership – exemplifying the qualities of NHS: Scholarship, Leadership, Character and Service.
 - ii. The Secretary will assume the duties of the Vice-President if the Vice-President is not able to carry out the responsibilities of the office.
 - iii. The Secretary will meet with the Chapter Advisor on a regular basis to be decided by both.
 - iv. The Secretary will help in the preparations for Induction ceremonies.
 - v. The Secretary will be responsible for the minutes of all Executive Board meetings and general membership meetings.
 - vi. The Secretary will maintain membership attendance and service information, including but not limited to the collection of attendance sheets and service forms after member meetings. The Secretary will bring to the attention of the Executive Board any member who has missed a mandatory meeting and/or has not reported any service and will take special care to ensure that the designated ratio of in-school and out-of-school service credit is being upheld (See SERVICE REQUIREMENT).
 - vii. The Secretary will be responsible for the general correspondence of the chapter.
 - viii. The Secretary should be especially familiar with the chapter By-Laws so as to notice and bring to the attention of the Executive Board any discrepancy between printed law and action during the year. At the end of the year, the Secretary will be primarily responsible for overseeing By-Law amendment should the Executive Board decide that any are necessary.
 - ix. The Secretary will be responsible for all thank-you cards on behalf of the Executive Board.
 - x. The Secretary will be responsible for the annual Advent/Christmas Gathering.
 - xi. The Secretary will head a senior member committee.
- d. Senior Treasurer
- i. The Treasurer will be a role model for the membership – exemplifying the qualities of NHS: Scholarship, Leadership, Character and Service.

- ii. The Treasurer will assume the duties of the Secretary if the Secretary is not able to carry out the responsibilities of the office. (In the event the Treasurer is unable to fulfill his/her responsibilities, the Jr. President will assume the Treasurer's duties by taking the Oath of Office publicly before the Executive Board and the Advisor.)
 - iii. The Treasurer will meet with the Chapter Advisor on a regular basis to be decided by both.
 - iv. The Treasurer will help in the preparations for Induction ceremonies.
 - v. **The Treasurer will be responsible for the collection and recording of all dues** after member meetings. The meeting folders should be the only format for dues collection by the treasurer and may be assisted by the advisor as necessary.
 - vi. The treasurer should also work with the Chapter Advisor to maintain the budget and be especially familiar with chapter income and expenditure.
 - vii. The Treasurer will be responsible for all fund raising activities of the Chapter, especially the annual St. Patrick's Day Fundraiser.
 - viii. The Treasurer will head a senior member committee.
- e. Other Officers
- i. Besides the officers listed above who are elected by the membership of NHS, each year four Juniors will also run for the Pro-Tem offices of Jr. President, Jr. Vice-President, Jr. Treasurer and Jr. Secretary.
 - ii. These officers will assist the senior officers in the carrying out of their duties.
 - iii. These officers will each be the appointed head of a junior member committee.
- f. Other Executive Board Members
- i. Besides the Advisor, four other ex-officio members shall sit upon the Executive Board. These members shall be known as the Sr. and Jr. Historian and the Sr. and Jr. Parliamentarian.
 - ii. The Executive Board, from the names of those students who ran for office but were not elected, shall select the Historian and the Parliamentarian. Should they decline the position, the Executive Board may appoint any other interested member to these offices.
 - iii. The Parliamentarian shall be responsible for maintaining good order at all meetings of the Chapter.
 - iv. The Parliamentarian shall also be responsible for the feast of St. John Baptist de la Salle, patron saint of teachers, (NHS Faculty/Staff Recognition Day)
 - v. The Historian shall work with the Vice President to coordinate the publicity committee (See PUBLICITY COMMITTEE).
 - vi. These officers are accorded the same voting rights as elected officers.
 - vii. In the event of dismissal, the office of Historian or Parliamentarian shall not be filled.

Section 3. Election and Removal of Officers

- a. Sophomore Members (in good standing) are eligible to run for office.
- b. Nominations will be taken during the week following the spring Induction Ceremony. The deadline shall be the Friday following Induction.
- c. Once a member decides to nominate him or herself for a designated office, he or she may not change their choice of office except to withdraw from consideration.

- d. Candidates to office are not allowed to campaign for office (posters, speeches, signs, websites, etc.).
- e. A primary will be held during the second week following Induction.
- f. Election of officers will take place on June 8th, at the conclusion of the sophomore service in honor of Our Lady, Seat of Wisdom for the offices of President, Vice-President, Secretary, and Treasurer. The names of the non-winners from the final ballot will be placed on a new ballot and the sophomore members will vote the next day (June 9th) during HR for their choice for Parliamentarian and Historian. The student with the most votes will be named the Parliamentarian and the student with the next highest vote count will be named the Historian.
- g. A majority vote of all sophomore members is needed for election of office.
- h. New officers will be inducted at the spring Induction Ceremony of the following year.
- i. Any officer who fails to fulfill their duties shall be addressed by the Advisor. If after meeting with the Advisor there is no marked improvement, then the officer will be brought before the Faculty Council.
- j. The Council shall be given the power to decide what action to take: deposition from office while remaining a chapter member, or deposition and expulsion from the Society.
- k. Officers shall be replaced according to the provisions outlined above. (See OFFICERS AND THEIR AREAS OF RESPONSIBILITY)
- l. Any officer who is disciplined by the Faculty Council for a major offense, and is not removed from office by them, may still lose their position through a vote of the membership. This “no confidence” vote shall be taken in the event that ten members request it in writing of both the Chapter Advisor and the Executive Board. A 2/3rd majority vote shall suffice for removal from office.
- m. Should a need arise to replace a junior officer; the Executive Board shall establish the procedure to be followed for replacing that officer(s).

Section 4. Responsibility Assessment

- a. At the end of each academic year, the Executive Board should reassess specifically the responsibilities allocated to each member of said committee by the by-laws and determine the degree to which they are being upheld. This will take place during the last Executive Board meeting in June

ARTICLE IX: MEETINGS

Section 1. Member Meetings

- a. Member meetings will be led by senior Executive Board officers and assisted by junior officers as necessary.
- b. Meetings should generally be held twice a month on a designated day of the seven-day cycle. All meetings should be held in the cafeteria and begin with a whole-chapter session led by the Executive Board officers. The Executive Board may reassess the frequency of meetings as needed.
- c. All meetings shall begin with the prayer “Hail Mary” and conclude with the prayer “Our Lady, Seat of Wisdom, pray for us!”
- d. All meetings will be conducted using an agreed upon form
- e. Membership should break into committee meetings for second portion of member meetings (See MEMBER COMMITTEES).
- f. The Secretary and Treasurer will meet after member meetings to collect attendance, service forms, and dues from folders.

- g. Announcements should be made prior to meeting via intercom, bulletin board, and web page (See PUBLICITY COMMITTEE).

Section 2. Member Committees

- a. An Executive Board officer should head all Member Committees. There will be a total of twelve committees – six senior committees and six junior committees (led by the senior and junior officers respectively).
- b. Member Committees will meet for the second portion of all member meetings.
- c. The primary purposes of member committees are dues collection, attendance recording, service coordination, and clarification of any general questions. It will be a responsibility of each officer head to oversee these purposes.
- d. Each committee will have a folder to contain service goal sheets, service log sheets, attendance sheets, and dues collection envelopes. The officer head should obtain this folder at the beginning of each meeting and return it to the advisor when each ends. Forms should not leave the folders and dues should not be submitted through any other means.
- e. A secondary group leader should be selected by the officer head at the first meeting of the year to act in his or her absence. In such a case, all responsibilities enumerated above will fall to this individual.

ARTICLE X: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. Annual chapter activities include the following but are not limited to:

- a. Blood Drive (Fall and Spring)
- b. Advent/Christmas Gathering
- c. St. John Baptist de la Salle Feast Day (Faculty / Staff Recognition Day)
- d. Service for the Solemnity of the Annunciation
- e. Our Lady of Good Counsel Feast Day (Guidance Dept. Recognition Day)
- f. St. Julie Billiart Feast Day (S.N.D. Heritage Day)
- g. Induction Ceremony
- h. Fundraising Activities
- i. Charitable Giving
- j. Rock-a-thon Food Drive
- k. NHS Bulletin Board
- l. Care and maintenance of the Chapel of the Annunciation

Section 6. NHS Teacher Recognition Day

- a. On April 7th, the feast of St. John Baptist de la Salle (the patron saint of teachers), the National Honor Society shall recognize the efforts of our school's teachers. Should there be a conflict with Holy Week or Easter Week, the feast, after consultation with the school chaplain and the administration, can be transferred to another day (such as January 26th, the feast of the Translation of St. John's Relics or May 15th, the pre-conciliar feast day of St. John.)

- b. Events for the day may include the celebration of Mass or Morning Prayer and the distribution of some small gift to faculty and staff.
- c. Details for the day will be determined each year by the Executive Board.

Section 7. NHS Guidance Department Recognition Day

- a. On April 26th, the feast of Our Lady of Good Counsel, the National Honor Society shall recognize the efforts of our school's guidance counselors.
- b. Events for the day may include the celebration of Mass or Morning Prayer; the distribution of some small gift to the guidance staff; and providing a luncheon.
- c. Details for the day will be determined each year by the Executive Board.

Section 8. NHS SND Heritage Day

- a. On May 13th, the feast of St. Julie Billiart (the foundress of the Sisters of Notre Dame), the National Honor Society shall remember the first teachers of Bishop Stang High School by commemorating their role and proclaiming their charism anew to the school community.
- b. Should there be a conflict with Ascension Thursday or some other school-wide event, the feast, after consultation with the school chaplain and the administration, can be transferred to another day. The anniversary of St. Julie's death is April 8th and this day may also be used so long as it does not conflict with Holy Week or Easter Week. Other possibilities include February 2nd, the Feast of the Presentation of the Lord in the Temple, which is the anniversary of the foundation of the Sisters of Notre Dame.
- c. Events for the day may consist of the celebration of Mass or Morning Prayer along with the veneration of St. Julie's relic; the distribution of sunflowers (St. Julie's symbol) throughout the building; and providing foodstuffs in the faculty room.
- d. Details for the day will be determined each year by the Executive Board.

Section 9. Scholarship Selection Process

- a. During the month of September, senior members of the Chapter who wish to be considered for the NHS Scholarship may nominate themselves for this honor.
- b. Any member who nominates him/herself must follow the guidelines provided by the National Office
- c. All requests for letters of recommendation (Advisor/Principal) must be submitted to the Advisor by October.
- d. The Advisor will work with self-nominating students to complete all scholarship forms sent to the chapter from the national office.

ARTICLE XI: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Resignation

- a. In order to resign, a member must submit their resignation in writing to the Chapter Advisor. The letter must be signed, dated and co-signed by the members' parents.
- b. Those students who decide to resign from the National Honor Society will never again be eligible for membership or its benefits.

Section 2. Disciplining Members

- a. A member is never *automatically* dismissed for failing to maintain standards.
- b. A hearing must be conducted by the Faculty Council to dismiss a member.
- c. Members should understand fully that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that

were used for the basis for their selection as well as the principles outlined in the NHS pledge taken by each member.

- d. Members are allowed written warnings during their membership; but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required for dismissal.
- e. A student who is dismissed or who resigns may never again become a National Honor Society member.
- f. The Faculty Council understands the seriousness of dismissal, and will deliberate thoroughly prior to any vote. Other disciplinary measures may be considered for offenses not serious enough for dismissal. The goal of disciplinary measures should be to re-educate the student to more appropriate behavior.
- g. It is the responsibility of the Chapter Advisor to periodically review the standing of members for compliance with Society standards. The Advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and the possible consequences of non-improvement.
- h. Generally, members may be disciplined for violations in the areas of "Improper Action" or "Unfulfilled Responsibility."

Section 3. Improper Action

- a. "Improper Action" refers to some activity or action that a member has been involved in which is contrary to the standards of NHS, civil law, academic or disciplinary regulations or codes of ethical behavior as defined within the value system of Bishop Stang High School.
- b. Any member known to have participated in an improper action shall be called before the Faculty Council for a hearing. The Chapter Advisor shall notify the member via a "Letter of Hearing" of the date and time of the hearing. The Council may either discipline the member through dismissal or probation.

Section 4. Unfulfilled Responsibility

- a. "Unfulfilled Responsibility" refers to the lack of compliance of a member toward the duties of members as outlined above.
- b. A "Letter of Warning" is sent to any NHS member who has an unfulfilled responsibility for continuing membership. A copy of the letter is placed in the member's NHS file and is made available to the Faculty Council should the need arise.
- c. "Letters of Warning" cannot be removed from a member's file. Simply fulfilling the responsibility, if that is possible, may negate a letter. A notation will be made stating that the obligation was fulfilled together with the date of completion.
- d. After a second letter, the Advisor will contact a member's parent/guardian if no effort has been made to rectify the situation(s) mentioned in the letter.
- e. If the situation is not rectified in two weeks, the Advisor will call the Faculty Council to review the student's membership status.

Section 5. Dismissal and Probation

- a. If the Faculty Council feels that probation is warranted, it shall establish the requirements for probation. The Chapter Advisor shall notify the member by letter of the Council's imposition of probation and the consequences of failing to meet the Council's mandate (see below).
- b. If the Faculty Council believes that dismissal may be warranted, the Council should investigate thoroughly before any action is taken. If the Council determines that the facts warrant consideration for dismissal, the members should then be notified in writing of the violation and the possibility of dismissal. A hearing should then be

scheduled. A parent/guardian may be present with the member, but the primary focus of the hearing should be to allow the member to present his or her case.

- c. If a member is dismissed, written notice of the decision should be sent to the member, his or her parent/guardian, the Director of Guidance, the Principal, the Principal of Academics and the President of the school. The member must then surrender his/her NHS emblem and membership card to the Chapter Advisor. If the member is unwilling to do this, the matter should be treated as a school disciplinary matter and handled by the Administration.
- d. A member who has been dismissed may appeal the decision of the Faculty Council to the principal within 30 days from the date of the dismissal letter and thereafter under the same rules for disciplinary appeals in the school.
- e. The NASSP shall hear no appeals in dismissal cases.

Section 6. Members who fail to maintain NHS standards may be placed on one of the following forms of probation:

- a. NHS Probation
 - i. NHS Probation is imposed upon any member who fails to maintain a GPA of at least 3.5. Students are placed on this form of probation directly by the Chapter Advisor. Members who fail to raise their GPA after **one semester** will be turned over to the Faculty Council for membership review.
 - ii. Seniors who graduate on NHS Probation shall not be eligible to wear the insignia of the Society (tassel and cord) during graduation ceremonies unless their GPA is at least 3.5.
- b. Faculty Council Probation
 - i. Faculty Council Probation is imposed upon a member by the Faculty Council.
 - ii. This is a period of time in which the member must complete an action or activity mandated by the Council.
 - iii. Members who fail to complete this form of probation are subject to dismissal by the Council.

Section 7. Academic Dishonesty Policy

- a. Academic dishonesty strikes at the very heart of membership in the National Honor Society. The Faculty Council expects each member to uphold the principles of NHS: namely Scholarship, Leadership, Character and Service. A member found guilty of academic dishonesty violates the goals of scholarship, serves as a poor example of leadership and casts doubt upon his/her personal character and moral fiber.
- b. The following procedure details the process by which an individual's membership shall be reviewed once proven to have violated the school's academic dishonesty policy.
 - i. When a case of academic dishonesty arises, the Assistant Principal of Academics shall inform the Principal and Chapter Advisor of the offense.
 - ii. The Chapter Advisor will immediately inform the Faculty Council, and a date and time shall be set for a Membership Review Meeting.
 - iii. This meeting must be held within a reasonable amount of time from the initial contact between the Principal of Academics and the Chapter Advisor.
 - iv. With the member present, the council will review the facts surrounding the violation of the school's academic dishonesty policy.

- v. At the Faculty Council Membership Review Meeting, the member should explain his or her view of the circumstances.
- vi. The council will then render a decision regarding the individual in question.
- c. Chapter members should be aware that any issue of academic dishonesty severely jeopardizes their membership in the National Honor Society.

Section 8. Drug and Alcohol Policy

- a. It should be self-evident that NHS members may not use illegal drugs or participate in underage drinking. The presence of an NHS member at an event where underage drinking or drug use is taking place, even should the member not actually be participating in such an activity, is considered a violation of the NHS drug and alcohol policy. It is especially ignoble when an officer of the chapter participates in, or is present at, events where drug or alcohol use is taking place.
- b. When a case of a violation of the drug and alcohol policy takes place, the Principal shall inform the Chapter Advisor of the offense.
- c. The Chapter Advisor will immediately inform the Faculty Council, and a date and time shall be set for a Membership Review Meeting for that member.
- d. This meeting must be held within a reasonable amount of time from the initial contact between the Principal and the Chapter Advisor.
- e. With the member and parent (when requested) present, the council will review the facts surrounding the violation of the policy.
- f. The council will then render a decision regarding the individual in question.
- g. Chapter members should be aware that a violation of the drug and alcohol policy severely jeopardizes membership in the National Honor Society.

Section 9. Internet Use

- a. On-line journaling and the use of personal websites (Myspace, Facebook, personal blog sites, etc.) are common activities today. NHS members are reminded that their on-line activities are considered to be expressions of character.
- b. Any member found posting inappropriate material, (either in words or images, as defined by the culture of Bishop Stang High School) or slandering faculty, staff or other members of our school or the larger community will be subject to membership review.

ARTICLE XII: RATIFICATION, APPROVAL, REVIEW, and AMENDMENTS

Section 1. The Chapter by-laws should be regularly reviewed and changed to meet the local need of a particular year. They should also be frequently checked to see that they are consistent with the Constitution and policies of the National Council.

Section 2. By-laws must be studied regularly and changed to stay vital, meaningful and real. In the event of a major revision, the Executive Board will convene for special by-law review meetings and present the school administration with any suggested changes. Minor revisions may be instituted under the direction of the Advisor and members of the Executive Board.

Section 3. After a change has been proposed and a draft has been prepared, in the case of a major revision, the members of the Chapter should be informed and given copies so that they can review and discuss the issues before they come to a final vote. Proposed amendments or revisions require a two-thirds vote of the chapter for adoption.

Section 4. Sections dealing with revisions for selection, disciplining, and dismissal of members can be changed only by the Faculty Council and administration, though input from the chapter is allowed and encouraged.

Section 5. By-Laws should be reviewed with new officers almost immediately so they understand the responsibilities of their positions in their entirety.

ARTICLE XIII: CHAPTER ADVISOR

Section 1. The chapter advisor is directly responsible to the Principal and supervises the day-to-day activities of the Chapter. The chapter advisor is also responsible for holding members to the highest standards and regularly reviews members' files for compliance with NHS standards

Section 2. The chapter Advisor also

- a. Issues "Letters of Warning," "Letters of Hearing," and "Letters of Expulsion," etc. to members
- b. Supervises the Executive Board
- c. Is chairperson of all NHS committees
- d. Is responsible for keeping records of committee meetings and attendance alongside the Senior Secretary and is responsible for keeping the Principal informed as to committee activities
- e. Handles the initial phases of the discipline process and is an advocate for members, especially before the Faculty Council
- f. Communicates with parents when necessary, communicates any problems with members of the Faculty Council and calls the Faculty Council to meet when necessary
- g. Executes and oversees the Induction Ceremony and other Chapter activities