

Chapter Bylaws Of the Josephite Chapter Of the Saint Joseph High School National Honor Society.

Adopted:

ARTICLE I: NAME

The name of this chapter shall be the Josephite Chapter of the National Honor Society of Saint Joseph High School.

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 Saint Joseph High School.

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.)
- Section 2.** The chapter moderator(s) is/are 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. (See Article V, Section 1 of the National Constitution.)
- 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, national origin, ethnicity, religion, gender, sexual preference 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 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 graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and honorary members have no voice or vote in chapter affairs.
- 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 a period equivalent to one semester at Saint Joseph High School.
 - c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.75 weighted on a 4.000 scale. (See Article V: Section 6 for transfer students.)
 - d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

- e. Students must be in good standing with school service hours including documentation completed by assigned deadlines. Students who are or have not been in good standing with school service hours are ineligible for membership.
- f. As a Catholic high school, student academic and behavior expectations are and should be higher. Students with any disciplinary reports related to academic dishonesty and/or behavioral issues may be ineligible as juniors for membership.
- g. Students who were ineligible during their junior year due to service hours or disciplinary issues may apply for membership during their senior year.
- h. Students with three (3) or more points due to violation of school policies are ineligible for membership.

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 three to five faculty members appointed by the principal. The chapter moderator(s) 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 beginning of 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 (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
 - c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
 - d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership. Candidates who were ineligible during their junior year due to issues regarding service hours or violation of school policies will be asked to submit an essay regarding these issues.
- Section 4.** Candidates become members when inducted at a special ceremony. Induction is held during the spring semester. Candidate attendance is mandatory for membership.
- Section 5.** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.
- Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter as long as the student is in good standing in their previous chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

- Section 1.** There are no annual dues.
- Section 2.** Membership in NHS is a privilege, not a right. As such, membership is not guaranteed to all applicants nor is it necessarily permanent for those who are approved.
- Section 3.** Each member will sign an Accountability Pledge regarding his/her school and NHS responsibilities.
- Section 4.** Academic Standards:
- The Scholarship pillar must be maintained by each member.
 - The cumulative grade point average of each member must remain at or above 3.750 weighted cumulative average.
 - Members must notify the NHS moderator(s) in writing of a failing grade at grade reporting time (quarter grade and/or semester grade) or the cumulative grade point average falls below 3.750.
- Section 5.** Behavior Standards:
- The Character and Leadership pillars must be maintained by each member.
 - Members must notify the NHS moderator(s) in writing of a disciplinary report from the Assistant Principal of Student Life due to violation of school policy. A disciplinary report as a result of academic dishonesty will result in a hearing with the Faculty Council at which the student may present his or her case. The Board will then vote whether or not to dismiss the student from NHS.
 - Failure to attend two (2) NHS meetings or one (1) mandatory event such as the Induction Ceremony will result in a student being placed on probation. It will be at the moderator(s) discretion to assign extra service hours as a consequence. Further absences will result in a hearing with the Faculty Council at which the student may present his or her case. The Board will then vote whether or not to dismiss the student from NHS.
- Section 6.** Service Standard:
- The Service pillar must be maintained by each member.
 - Members who fail to complete their school service hours or NHS tutoring responsibilities by stated deadlines may no longer be considered to be in good standing.
 - Juniors who fail to meet service responsibilities for the school and/or NHS may be placed on probationary status. Members on probationary status must sign a service contract and be current with all past and current service responsibilities by the end of the first quarter of the next semester. Additional consequences by the moderator(s) and/or Faculty Council may be imposed including dismissal from NHS.
 - Seniors who fail to meet service responsibilities for the school and/or NHS by announced deadlines may not receive honor cords or be in good standing and placed on probation.
- Section 7.** Any member who withdraws, resigns, or is dismissed from the chapter shall be not granted the privilege of wearing the emblem to the chapter, school, or other NHS occasions or stating membership.
- Section 8.** Chapter members who are seniors in good standing (i.e., fulfillment of all school financial, service, and other responsibilities) shall be granted the privilege of wearing the honor cords at graduation.

ARTICLE VII: OFFICERS

- Section 1.** The officers of the chapter shall be president, vice president, secretary, and communications representative. The student council representative shall be appointed by the moderator(s) from a candidate pool.
- Section 2.** Student officers shall be elected at the last meeting of each school year. Any active member can nominate an eligible member as a candidate for office.
- 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 also keep a record of member's contributions to leadership and service.
- Section 6.** The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- Section 7.** The communications representative shall keep the record of events, service opportunities and meetings of the chapter to distribute to members through various forms of communication, including but not limited to email, school announcements, and school marketing. The communications representative is also responsible for documenting photographic evidence of events.
- Section 8.** The student council representative shall keep the student council informed of all chapter activities and events. The student council representative is an ex-officio member of the Executive Committee.
- Section 9.** Officers, student council representatives, and the faculty moderator(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 the business of the chapter. Any action by the executive committee is subject to the review of chapter members.
- Section 10.** Office vacancy. If an office becomes vacant, the executive committee will meet within one week of the vacancy. Based upon the length of service remaining, the Executive Committee can choose to hold an election or appoint a chapter member in good standing to complete the term of the vacant office.
- Section 11.** Dismissal of officers. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

ARTICLE VIII: MEETINGS

- Section 1.** Regular meetings of this chapter shall be monthly. Meetings will be held in the morning and afternoon to accommodate members' schedules. Meeting dates and times will be posted on the school NHS Canvas page, announced during Morning Announcements, and members will receive a reminder email from the Communications Representative. Special meetings may be called by the president with approval of the moderator(s).
- Section 2.** This chapter shall conduct its meetings according to *Robert's Rules of Order*.

- Section 3.** Members are expected to attend all chapter meetings. If a meeting is missed, it is the member's responsibility to contact the moderator(s) regarding the absence and agenda items discussed.

ARTICLE IX: ACTIVITIES

- Section 1.** The chapter's main service project will be tutoring fellow students throughout the school year. Members will not gain financially. This is a free service offered to all students in various subjects.
- Section 2.** There may be a service project in the fall and spring semester in addition to tutoring. It is at the discretion of the moderator(s) as to whether participation is mandatory.
- Section 3.** NHS will also provide service to the school as needed with Open House, Back to School Night, and other opportunities.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

- Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Josephite chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.
- Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.750 weighted on a 4.000 scale), he/she will be given a written warning and must raise his/her cumulative grade point average to 3.750 or higher by the end of the following semester. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes 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 (see Section 5 below). 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 or 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 either party (Faculty Council or student/parent). If the member is involved in another 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:
- The member will receive written notification from the moderator(s)/Faculty Council indicating the reason for consideration of dismissal.
 - The member has the right to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the 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 principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. 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: RATIFICATION, APPROVAL, and REVIEW.

Section 1. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section 2. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Approved on: August 17, 2025

Chapter Moderator(s): Hayley Fuller, Tricia DePauw

Principal: John Kennedy