

# Trinity Christian Academy

## National Honors Society By-Laws

### ARTICLE I: NAME AND PURPOSE

- Section 1. The name of this chapter shall be the Trinity Christian Academy Chapter of the National Honor Society.
- 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 to encourage the development of character in the students of Trinity Christian Academy.

### 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, Service, Leadership, and Character.
- Section 3. Eligibility:

Candidates eligible for selection to this chapter must be second semester juniors, or members of the senior class.

To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Trinity Christian Academy.

Candidates eligible for election to the chapter shall have a minimum grade point average of 3.0 on a 4.0 scale. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.

Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

### 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 adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' discipline records shall be reviewed to indicate honor.
- c. Students who are eligible scholastically ("candidates") shall be notified and asked to update the Student Activity Information Form in guidance for further consideration for selection.
- d. The faculty shall be requested to evaluate each candidate's character and leadership in the classroom setting using the official evaluation form provided by the chapter adviser.
- e. Candidates shall be asked to complete a Student Activity Information packet for further consideration for selection.

The selection packet will request an essay describing the candidate's leadership qualities and any community service projects that they have already been involved with. The selection packet will also request a recommendation letter from a non-faculty member describing the candidate's leadership. The recommendation may also come from a non-faculty member representing the community service project that they were involved with describing the candidate's involvement

- f. The Faculty Council shall review the Student Activity Information Form, essay, recommendations, and faculty evaluations in order to determine membership.

Section 3. The selection of new, active members shall be held once during the fall semester for members of the senior class and once during the second semester of the school year for rising seniors.

- Section 4. Candidates become members when inducted at a special ceremony.
- Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal [*alt., adviser*].
- Section 6. An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this 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 IV: DISCIPLINE and DISMISSAL

- Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Trinity Christian Academy 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 grade point average falls below 3.0, he/she will be given a written warning and a time period for improvement. If the 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 may include dismissal from the chapter.
- Section 3. Violation of the law or school regulations can result in 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 or school-related activities (cf. The TCA Behavioral Standards found in the Student Manual).
- Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, 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 dismissed.
- Section 5. In all cases of pending dismissal:
- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that

involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).

b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the 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 in writing. 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 reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.

d. The Faculty Council's decision may not be appealed.

e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

#### ARTICLE V: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer, and historian.

Section 2. To be eligible to hold one of the officer positions in NHS, students must complete a leadership information packet.

The packet must be submitted by the announced due date to be eligible for consideration. All active members are eligible for officer positions.

Section 3. Student officers shall be selected by the faculty advisors in conjunction with the outgoing senior officers. The newly selected officers will be announced at the last meeting of each school year.

Section 4. It shall be the duty of the president to preside at the meetings for this chapter.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

- Section 6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.
- Section 7. The treasurer shall keep and report the record of chapter expenses, dues, and all other financial transactions of the chapter.
- Section 8. The historian shall keep a record of activities and functions that involve the NHS through pictures, video, journals, etc.

#### ARTICLE VI: EXECUTIVE COMMITTEE

- Section 1. The executive committee shall consist of the faculty advisers and the chapter officers.
- Section 2. The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

#### ARTICLE VII: MEETINGS

- Section 1. Meetings of this chapter shall be bimonthly; one meeting to conduct chapter business and the second to meet with service teams.
- Section 2. All chapter members are expected to attend at least 80% of all regularly-scheduled chapter meetings.

#### ARTICLE VIII: ACTIVITIES

- Section 1. The chapter shall conduct 4-6 service projects a year utilizing a project leader model.
- Section 2. All members shall regularly participate in these projects and serve on two to three project teams in a school year.
- 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 participate at least once a month in either before or after-school tutoring throughout the school year.

Section 5. 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 as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 6. The chapter shall publicize its projects in a positive manner.

Section 7. Each member will be expected to complete at least 8 hours of community service per each 9 weeks affiliated with the society.

#### ARTICLE IX: 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.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole at graduation along with receiving the emblem on their diploma.

#### ARTICLE X: DUES

Section 1. Annual dues for this chapter shall be \$15.00 increasing to \$20.00 if not paid by the conclusion of the 1<sup>st</sup> semester.

Section 2. Dues will be payable to the chapter sponsor within 30 days of induction.

#### ARTICLE XI: GOOD STANDING

Section 1. A member will be considered in good standing if his/her dues have been paid.

Section 2. A member will be considered in good standing if he/she has completed, documented, and turned in the appropriate number of service hours.

Section 3. A member will be considered in good standing if he/she has attended at least 80% of all NHS chapter meetings.

ARTICLE XII: POWERS

- Section 1. The chapter adviser is given the authority to supervise the administration of 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 XII: AMENDMENTS

- Section 1. These by-laws may be amended by a 2/3 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 II, III, IV (selection and discipline) and V, which are developed by the Faculty Council with the approval of the principal.
- Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

*NOTE:* Additional Articles can be added as needed. It is often convenient to have the last Article dealing with Amendments.

**Date:** 5 September 2014

**Signatures:**

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Chapter President                      Secretary                      Adviser                      Principal

This document was created 4 September 2014