

## Father Joseph Hindelang Chapter of the National Honor Society

### Chapter By-Laws

#### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization is the Father Joseph Hindelang Chapter of the National Honor Society.

Section 2. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in secondary school students.

#### **ARTICLE II: MEMBERSHIP**

Section 1. Active members (probationary and full)

- a. Membership is an honor bestowed upon a student. Students demonstrate excellence in scholarship, character, leadership, and service. The Faculty Council approves through majority vote whether to bestow membership to a student. A candidate becomes a member upon induction.
- b. When inducted at the NHS Induction Ceremony, sophomore candidates become active, probationary members, and junior and senior candidates become full, active members. Upon graduation, a member becomes a graduate and does not have a voice or vote in chapter affairs.
- c. Active members are required to maintain membership through completion of annual requirements.

Section 2. Annual requirements for active members

- a. All members must maintain a yearly minimum cumulative GPA of 3.75. This is verified after the spring semester and prior to the start of the new academic year.
- b. All members must attend all of the monthly meetings (large and small)
- c. **All Members** (Sophomore, Junior, and Senior): must participate in a total of three (3) Leadership Action events each school year, with *at least one (1) event per semester*.
- d. **Juniors & Seniors** (new & returning members): are required to set up chairs for Mass **twice** each year. Members are assigned to a date and must arrive at school on time, sign in, and then help until dismissed.
- e. **Seniors** (new & returning members): must complete their Senior-year Christian Service project to meet their requirements towards the NHS Service pillar.
- f. Active members are sent a letter (via email) in August to confirm the completion of requirements for the previous academic year.
- g. An active member of the National Honor Society who transfers to this school and provides a letter signed by the former school's chapter moderator or principal will be automatically granted membership in this chapter.

Section 3. Membership Selection

- a. The selection process for new members occurs at the start of the academic year.
- b. Incoming sophomores, juniors, and seniors who meet the minimum cumulative GPA

- requirement of 3.75 may become a candidate by returning the completed candidate packet by the designated deadline. Students should view the information with seriousness. There is no single factor that determines a good member; therefore, students should present a well-rounded profile that shows themselves as qualifying for each of the NHS pillars of character, service, leadership, and scholarship.
- c. The candidate information is reviewed by the moderator and the Faculty Council. The teaching staff and the discipline office are asked to provide input on candidates' character, service and leadership. The NHS moderator does not vote to grant membership, but compiles the information on the student's' behalf and presents it to the Faculty Council. A majority vote by the Faculty Council decides whether the candidate is granted membership, and those results are reviewed by the principal. At that point the result of candidacies is finalized.
  - d. The candidates are informed by the moderator of the final decision.
  - e. If not granted membership, students may seek an explanation from the moderator for the purpose of self-improvement, but may not request reconsideration until the next academic year.
  - f. A student who decides not to become a candidate may again be considered the following academic year, if minimum cumulative GPA is met.

#### Section 4. Discipline and Dismissal

- a. An active member will be dismissed in June if she/he does not maintain the minimum cumulative GPA or fulfill the annual requirements.
  - a. A sophomore who falls below the minimum cumulative GPA requirement may reapply for membership as a senior, if he/meets the requirement at that time
- b. Dismissals during the school year occur for the following character and leadership violations:
  - a. More than one unexcused absence from a mass set-up, meeting, and/or tutoring session
  - b. Receiving three detentions and/or seven tardies in a semester
  - c. Any report of cheating, plagiarism, or forgery in any NDP course
  - d. Any report of inappropriate behavior at an NDP event
- c. The sergeant-at-arms will provide a warning for one unexcused absence from a meeting, mass set-up, or tutoring session.
- d. The moderator will warn members who may be in danger of dismissal.
  - a. A first violation shall result in being required to perform an additional hour of in school service for the current academic year.
  - b. Subsequent or serious (cheating, plagiarism, forgery, or inappropriate behavior) violations are reviewed by the Faculty Council.
- e. The moderator will inform a member who has incurred a subsequent or serious violation. The Faculty Council will decide by majority vote the disciplinary action or dismissal in all cases of character and leadership violations. Prior to this vote, the member may submit in writing a response to the charge against him/her. The moderator will inform the member of the Faculty Council's decision.
- f. An active member who has been dismissed may appeal to the Faculty Council's decision to the principal. The principal's decision will be final.

#### **ARTICLE III: OFFICERS**

Section 1. The officers shall be president, vice president, secretary, treasurer and sergeant at arms.

Section 2. Officers will be elected at the last meeting (May), or during a specifically designated voting period.

Section 3. Current, active juniors are eligible to become an officer candidate by meeting in person with the NHS moderator by the designated deadline. All active members may vote. A majority vote is necessary to elect any officer.

Section 4. Duties

- a. All officers must attend all officer and all monthly member meetings.
- b. Officers are expected to be examples of scholarship, character, leadership and service.
- c. President - Evaristo Garcia**
  - a. Represents the NDP NHS at all public functions
  - b. Presides during all meetings
  - c. Plans agenda for executive board and general membership meetings
  - d. In charge of Open House table and display (along with help of other officers)
  - e. Writes and delivers speech for the induction ceremony
  - f. Takes attendance during large group meetings and inputs into spreadsheet
  - g. Organizes attendance during small group meetings and inputs into spreadsheet
  - h. Runs individual small group for NHS meetings per moderator expectations
- d. Vice President - Ben Decker**
  - a. Presides in the absence of the President
  - b. Assists as needed for the Scholar's Reception, Open House, and similar recruiting events
  - c. Responsible for mass set ups
  - d. Runs individual small group for NHS meetings per moderator expectations
- e. Secretary - Natalie Lyijynen**
  - a. Maintains a spreadsheet showing all member requirement activity
  - b. Assists with mass set up lists, announcements, and reminders
  - c. Runs individual small group for NHS meetings per moderator expectations
- f. Treasurer - Rachel Kloss**
  - a. In charge of Carnation Sale
  - b. Runs individual small group for NHS meetings per moderator expectations
- g. Sergeant at Arms - Payton Rohr**
  - a. Writes and submits announcements for meetings and events
  - b. Maintains order at large group meetings
  - c. Tallies votes for the officer election in spring.
  - d. Oversees membership requirements and addresses problems to NHS advisors by working with the secretary and the spreadsheet
  - e. Runs individual small group for NHS meetings per moderator expectations
- h. Leadership Coordinator - Gabby Ceritano**
  - a. Organizes regular Leadership Action opportunities for members
  - b. Responsible for all aspects of NDP NHS Tutoring (recruiting/sign up sheets, attendance, announcements, advertising)
  - c. Aids Secretary with organizing Leadership Action information/spreadsheet

- d. Runs individual small group for NHS meetings per moderator expectations
- i. Rogers Coordinator - Brian Gebara**
  - a. Organizes Rogers Elementary tutoring opportunities for members
  - b. Responsible for all aspects of Rogers NHS Tutoring (recruiting/sign up sheets, attendance, announcements, advertising)
  - c. Runs individual small group for NHS meetings per moderator expectations

#### **ARTICLE IV: MEETINGS**

Section 1. Attendance for active members is mandatory.

- a. No more than one unexcused absence is permitted. Unexcused circumstances include the following: had to work; forgot; came to the meeting more than 5 minutes late; had a meeting for another club; had sports practice; or basically any such excuse.
- b. A note regarding an excused absence must be submitted within one week from the member's return to school. Excusable circumstances include the following: doctor's appointment, making up a test or assignment for a teacher, NDP team sports game, or an excused absence from school that day. Failure to provide a note in the prescribed time will result in the absence being recorded as unexcused.
- c. For all other reasons, the moderator shall determine whether the absence is excused or unexcused.

Section 2. Large Group Meetings will be held generally on the first Tuesday of the month in the Cafetorium. Students must attend either the morning (6:50-7:20 am) or afternoon (2:50 to 3:20pm) session.

Section 3. Small Group Meetings will be held once a month at the discretion of the NHS officers. Officers will provide 2 possible meeting dates/times & members are required to attend one.

#### **ARTICLE V: ACTIVITIES**

Section 1. The chapter shall determine one or more Leadership Action projects each year.

Section 2. Members may determine which Leadership Action projects in which to participate. They are highly encouraged to support and participate in the chapter service project.

Section 3. Completed Leadership Action forms are due no later than 30 days from the date of the event.

Section 4. The individual member is alone responsible for documenting all Leadership Actions, submitting the paperwork in a timely manner to the moderator for approval and filing, and keeping a personal record of his/her own Leadership Actions. (Making copies of service forms is recommended.) Furthermore, each member is responsible for verifying his/her record against the secretary's file throughout the year.

## **ARTICLE VI: OFFICIAL INSIGNIA**

Section 1. Each member in good standing has the privilege to wear the official insignia of 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 who have fulfilled the membership requirements and maintained the required GPA by the end of the senior exams shall be granted the privilege of wearing the honor stole or other insignia adopted by the school for the graduation ceremony.

## **ARTICLE VII: NHS SCHOLARSHIP PROGRAM**

The NHS Scholarship Program offers \$250,000 annually to graduating senior NHS members. The number of candidates from each school's senior class is determined by the size of the school. Each fall, our NHS Faculty Council votes to determine the year's candidates based on each member's dedication to the NHS pillars of scholarship, service, leadership, and character. More information appears in the fall; for further details, please see the NHS website, [www.nhs.us](http://www.nhs.us).

## **AMENDMENT**

### **1. Service Pillar**

- **Christian Service**

As of the 2018-2019 school year, a member's completion of their Senior Christian Service project satisfies the NHS Service Pillar. A member's failure to complete their Christian Service project will result in dismissal from NHS. Failure to keep up with Christian Service requirements during Sophomore & Junior year will result in being an NHS member "not in good standing," and thereby subject discipline within NHS (such as extra Leadership Action requirements). See Campus Ministry for specific Christian Service project requirements.

### **2. Leadership Pillar**

- **Mass Set-up (Junior and Senior requirement only)**

All junior and senior NHS members (new and returning) are required to set up chairs for Mass twice each year. Members are assigned to a date and must arrive at school on time, sign in, and then help until dismissed. The Vice President maintains the mass set-up schedule and will publish this to all junior and senior members at the start of the year. Contact that officer as needed.

A member who knows in advance that he cannot attend his scheduled set-up must find his own replacement. Use the published list to contact another NHS member who might substitute or switch dates. Then contact the NHS Vice President to note the change.

Arriving more than five minutes late for a scheduled mass set-up date will be considered an unexcused absence and receive a new set up date. Those who miss due to illness are excused but still come to the next scheduled set-up. Students who miss for any other reason receive a warning and a new set-up date. More than one unexcused missed mass set-up results in disciplinary action.

- **Leadership Actions (formerly In-School Service)**

Leadership Actions are those events that benefit the NDPMA JK-12 grade community or are designated by NHS moderators are such.

**All NHS Members** (Sophomores, Juniors, and Seniors): **must participate in a total of three (3) Leadership Action events each school year, with at least one (1) event per semester.**

Examples of Leadership Actions (“event”):

Mass set up	Peer tutor* (six sessions equates two events)
Corn Roast	Open House
Play usher	Irish Week chair set up
NHS Carnation sales	Surface-Pros
Boot Camp	Media Center assistance
Parent-teacher conferences (chair set up or take down, or hospitality)	
2 sessions of Roger’s Elementary tutoring = 1 Leadership Action	

These are only a few common ways in which NHS members support our school. To determine if an event would count for the Leadership Action requirement, please meet with an NHS advisor.

*\*Peer tutoring is not a requirement, but it may be used for Leadership Actions. See the counseling secretary who matches students seeking help with available NHS tutors. You and the student sign a contract committing to a minimum of six (6) sessions, after which you may elect to continue (either to earn further Leadership Actions or by charging a nominal fee, such as \$10/session). Tutoring must occur on NDPMA campus in order to provide extra support to any NDPMA student in grades JK-12. Not permitted are the following: off campus (at a home, coffee shop, public library, etc.); assisting a non-NDPMA student; unofficial help (assisting friends during lunch or after school where no formal request through counseling exists).*

NHS By-Laws

Last update: August 2018