

St. Francis High School
Bylaws of National Honor Society

This chapter is governed by the general guidelines as stated in the Constitution of the National Honor Society.

ARTICLE I - NAME AND PURPOSE

Section 1- The name of this chapter shall be the St. Francis Chapter of the National Honor Society of Secondary Schools which appears on the charter granted by the National Council of the National Honor Society duly signed by the national secretary.

Section 2- The purpose of this chapter is to promote scholarship, service, and leadership.

ARTICLE II – MEMBERSHIP

Section 1 – Sophomore and junior students will be invited to apply to the St. Francis Chapter of the National Honor Society based on a GPA of no less than a 3.80, a detailed report by the Dean of Students; and teacher evaluations.

Section 2 – All students meeting the requirements will then be invited to submit proof of leadership and service. Also, the prospective member must attend a mandatory informational meeting with his/her parent/guardian.

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

- volunteers, provides dependable, and well organized assistance
- sacrifices to offer assistance
- works well with others
- takes on difficult or inconspicuous responsibilities
- renders any requested service to the school cheerfully and enthusiastically
- does committee and staff work without complaint
- participates in some service related activity outside of school
- shows courtesy by assisting visitors, teachers, and students

Leadership is the ability to have vision, define a purpose and motivate others to action.

- demonstrates initiative in promoting school activities
- exercises positive influence on peers in upholding school ideas
- contributes ideas that improve the civic life of the school
- fulfills individual responsibilities

- is able to delegate responsibilities
- has a positive attitude
- inspires positive behavior in others
- demonstrates academic initiative
- holds school offices or positions of responsibility successfully
- conducts business effectively and efficiently
- demonstrates reliability and dependability
- leads in the classroom, at work, and in other school or community activities
- is thoroughly dependable in any responsibility accepted
- upholds scholarship and maintains a loyal school attitude

Character is described as a person who demonstrates respect, responsibility, trustworthiness, fairness, caring and citizenship.

- takes criticism willingly and accepts recommendations graciously
- exemplifies desirable qualities (cheerfulness, friendliness, poise, stability) consistently
- upholds principles of morality and ethics
- cooperates by complying with school rules and civil laws
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others and is faith-filled both inside and outside the classroom
- observes instructions, rules and punctuality
- has self-discipline and perseverance towards application to studies
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and shows unwillingness to profit by the mistakes of others
- works actively to be a positive influence at school and in the community

ARTICLE III - SELECTION OF MEMBERS

Section 1- Invitation only

- Sophomore and junior students will be invited to apply to join the St. Francis Chapter of the National Honor Society based on a GPA of no lower than 3.80; a detailed report by the Dean of Students as to a student's yearly tardies (no more than 3), absences (no more than 7 days), demerits (no more than 5), and any academic dishonesty issues; and finally teacher evaluations. If a student successfully meets all the above criteria, an invitation to apply to NHS will be sent home during third quarter.
- If the student and parents/guardians are interested in continuing the application process to become a member of NHS, the candidate and at least one parent/guardian must attend a mandatory informational meeting held during third quarter. (If the parent/guardian and student do not attend this meeting, the application process will be terminated.)

- At this meeting, the application process will be discussed and students will be advised to go to the NHS web site, read NHS expectations, and print all forms in the application. Sophomores may apply for junior year membership and juniors, for senior year. Each candidate must fill out a separate form for each leadership and service activity thoroughly answering all questions truthfully and providing a detailed explanation as to his/her role as a leader or member of each activity.
- Signatures of moderators or leaders of the activities must be on the forms and the accuracy of the information will be verified by members of the Faculty Council. (Please note: only one parent's/guardian's signature will be allowed for the entire application if a moderator or advisor is no longer available for a signature.)
- All applications must be submitted electronically as well as one hard copy given to an NHS moderator by the due date. No late applications will be considered.
- All applications will then be reviewed by the Faculty Council. A written acceptance or rejection letter will then be sent to each applicant advising him/her of his/her status.
- All appeals from non-selected candidates must be made in writing or through email to the principal of SFHS within 7 days of the date on the notification letter. No exceptions will be made. Following a discussion with the student and his/her parents/guardians, the principal may ask the Faculty Council to reconvene to review the situation if the principal feels a technical or procedural error has been made.

ARTICLE IV – DISCIPLINE AND DISMISSAL POLICIES

Section 1- GPA

- a.** A member receives a written warning from the Faculty Advisor(s) if his or her GPA falls below 3.80.
- b.** The member has one semester to raise his/her GPA to greater than or equal to the minimum GPA 3.80 requirement.
- c.** If the member fails to reach this GPA, the member is referred to the Faculty Council for a hearing. (See Article V for dismissal procedures)

Section 2- Inactivity

- a.** Absences: Non-attendance at the regular meetings of the honor society. Each NHS member will be given a list of meeting dates and times, a copy of the NHS bylaws, and the point assessment for each NHS activity at the beginning of the school year. This information should be read by the NHS student and his/her parents/guardians. The parents/guardians must then sign the attached waiver and the student will return this to the NHS advisors by the due date. Failure to return the waiver by the due date will result in the probation of the NHS member.

1) Excused other than illness:

- i. Prior to the absence, the student must email an NHS advisor explaining the reason for the absence.
- ii. On the first day of returning to school, the student must provide, in writing, the reason for the absence to an NHS advisor. This must be signed by an adult who can verify the information (coach or activity advisor if a student misses a meeting due to another required activity). Failure to provide a signed note, as well as, an email to the NHS advisor with a detailed explanation will result in an unexcused absence. The advisor determines if an absence is excused. Two excused absences per quarter will result in a written warning.

2) Unexcused:

- i. One unexcused absence from meetings each quarter results in a written warning.
- ii. Two unexcused absences per quarter results in a referral to the Faculty Council for discipline and dismissal.
- iii. An unexcused absence to the annual Induction/Re-Induction ceremony results in automatic probationary status. The student is not allowed additional unexcused absences the following year.
- iv. Unexcused seniors receive no recognition at graduation.

b. Failure to Participate

- 1) Nonparticipation in the chapter service projects.**
- 2) Not earning enough activity points per semester. Activity point value is discussed at the first meeting of each year.**

To facilitate each member's ability to know his/her status for attendance and points earned, on line access to this information will be available. It is the

members responsibility to check this information; if a member believes an error has been made, he/she must contact an advisor immediately.

- c. Inactivity will result in referral to the Faculty Council for possible discipline or dismissal.

ARTICLE V- DISCIPLINE AND DISMISSAL PROCEDURES

Section 1- Faculty Council

- a. If a member is referred to the Faculty Council, the council convenes to consider the facts. If warranted, the council may by majority vote to determine the length of a probationary period and a remediation plan. The council may determine that a hearing is necessary before making its decision.
- b. Once a member is placed on probation, any further violation of school rules, civil laws or the chapter's standards regarding GPA and service results in dismissal from the organization.
- c. A member may request a hearing with the Faculty Council if the decision of the Council is questioned by going through the appeal process.
- d. If a member does not fulfill the remediation plan, the Faculty Council schedules a hearing to consider dismissal.
 - 1) The Faculty Advisor notifies the member and the member's parents/guardians as to the time and date of the hearing by letter and an email receipt.
 - 2) It is the member's choice to attend the meeting. At the hearing, the member is given an opportunity to present an argument for remaining in the honor society.
 - 3) The Faculty Council votes at the conclusion of the hearing as to whether or not to dismiss the student from the honor society. A member, once dismissed, is never again eligible for membership in the honor society.
- e. Any flagrant violation of school rules or civil laws results in immediate dismissal from the honor society with no opportunity to go through an appeal process.

Section 2- Notification

- a. If a member is dismissed, the Faculty Council provides written notice of the decision to the member, his or her parent/guardian, and the principal.
- b. The letter informs the dismissed member of the appeal procedure.

Section 3- Appeal

Any dismissed member may appeal the decision of the Faculty Council to the principal, who then meets with the student and Faculty Council to discuss the case.

**ARTICLE VI- DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION,
OFFICERS, ADVISOR(S) AND MEMBERS**

Members

Section 1- The St. Francis High School Chapter of the National Honor Society shall create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character. As an organization, it seeks to develop a culture of pride and respect within the school.

Section 2- The Officers (and their duties) of the St. Francis High School Chapter of the National Honor Society are as follows:

a. President

- Creates the agenda for all meetings with the advice and consent of the officers and the faculty advisor.
- Presides at all meetings of the St. Francis High School National Honor Society.
- Appoints necessary committees and delegates leadership responsibilities of service projects and activities.
- Serves as ex-officio member on committees and projects.
- Presides at the Induction Ceremony and delivers the speech on one of the pillars of NHS.
- Represents the St. Francis High School chapter of the National Honor Society at all public occurrences.
- Sees that the names of all persons who participated in each service project and attended each meeting are submitted on line with the help of the Secretary and Treasurer in order that the Advisor may fulfill the responsibility of notifying and informing those not fully participating in the responsibilities of NHS membership.
- Maintains close communication with the Faculty Advisor.
- Sets an example of scholarship, leadership, character and service for others to follow.
- Must work with other officers to find team/leadership building activities
- Must present one team/leadership building activity
- Will be responsible with the help of officers' parents to organize and run the Catholic Schools Week Appreciation brunch for faculty
- Will be responsible with the help of officers' parents to organize and run the Induction ceremony celebration

b. Vice – President

- Presides at all meetings and performs all duties in the absence of the President.
- Coordinates and checks on the planning of activities of the various committees and keeps the President informed of their progress and problems.

- Performs any duties delegated by the President.
- Coordinates projects and helps plan the calendar for the year.
- Delivers, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.

c. Secretary

- Keeps minutes of all meetings.
- Keeps accurate attendance at all meetings and service projects and reports to the President and the Faculty Advisor, the names of any members who have become inactive.
- Helps with all on line information relating to attendance and activities
- Maintains correspondence with the President, Advisor, and the Administration and elements of the community when necessary.
- With the Officer-at-Large, collects all publicity, clippings, and/or photographs for the chapter.
- Delivers, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.

d. Treasurer

- Maintains with the Faculty Advisor a financial record of all income and expenditures for the period the officer holds office.
- Recommends fundraising activities.
- Delivers, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.

e. Officer-at-Large

- Collects and binds all induction ceremony speeches for posterity. Makes an effort to obtain whatever speeches were delivered in the past in order to build a collection and a tradition.
- Aids the secretary in press, publicity and photography tasks.
- Assures that there is a collection of photographs of NHS activities.
- Delivers, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.
- Takes pictures of all NHS events and activities
- Creates PowerPoint Presentation for Induction Ceremony with the help of the other officers
- Makes sure all pictures and the PowerPoint Presentation have been approved by all officers and advisors.

Section 3- The duties and responsibilities of the Faculty Advisor are as follows:

- a.** Sets an example of scholarship, leadership, character and service for others to follow.
- b.** Approves all chapter activities and informs the Administration of such activities.
- c.** Maintains all chapter records.
- d.** Attends all meetings and assures that proper procedures are followed by the officers.
- e.** Provides direction to chapter members concerning opportunities for service.
- f.** Provides the necessary information to the Faculty Council for use during the selection, discipline and dismissal processes.