

**Chapter Bylaws  
of the  
St. Thomas High School Chapter  
of the  
National Honor Society  
Adopted: Fall Semester 2018**

**ARTICLE I: NAME**

The name of this chapter shall be the St. Thomas High School Chapter of the National Honor Society.

**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 St. Thomas High School.

**ARTICLE III: POWERS**

**Section 1:** This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

**Section 2.** The chapter adviser is 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.

**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, color, religion, ancestry, national origin, gender, 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 alumni. Active members become alumni members at graduation. Alumni 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 St. Thomas High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.85. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

**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 five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

**Section 2.** The selection of active members shall be held once a year during the first semester of the school year.

**Section 3.**

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' discipline records shall be reviewed to determine leadership and character.
- c. All students who are deemed eligible shall be notified by hand-delivered letter and asked to complete and submit the candidate information form for further consideration. The form will consist of three written essays addressing leadership, service, and character. Other information may be required.
- d. Using the official faculty input form provided by the chapter adviser, the faculty of St. Thomas High School will evaluate candidates determined to be scholastically eligible. Faculty comments will remain confidential.
- e. The Faculty Council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.
- f. Members of the Faculty Advisory Council shall remain anonymous unless a due process hearing must be held to consider the dismissal of a member.
- g. The principal has final veto power over chosen and not-chosen members.
- h. Junior candidates who are not chosen to be members in a given year may re-apply the following year as seniors.
- i. Candidates who are not chosen for membership may request re-evaluation only in the case of a technical issue (for example, name left off of ballot) and only with approval of the principal.
- j. Membership in the St. Thomas High School Chapter of the National Honor Society is a privilege, not a right.

**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 an official certificate indicating his 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. 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.** Annual dues for this chapter shall be \$20.00. Dues will be added to all members' TUITION statement.

**Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the stole adopted by the National Honor Society.

**Section 3.** Any member who withdraws, resigns, or is dismissed from the chapter shall return the stole to the chapter.

**Section 4.** Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor stoles at graduation and any other formal occasion (school Mass, any formal dress days).

**Section 5.** Chapter members are required to participate in all chapter service projects, including but not limited to AIM tutoring in order to remain as members in good standing.

**ARTICLE VII: OFFICERS**

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

**Section 2.** Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. 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 members' 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 treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

**Section 8.** The parliamentarian shall establish, with the president, the order of the meetings and help the chapter operate according to its constitution and bylaws. He shall advise the president on procedure during meetings.

**Section 9.** Officers and the faculty adviser 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.

#### **ARTICLE VIII: MEETINGS**

**Section 1.** Regular meetings of this chapter shall be monthly, with officers / Executive Committee meetings occurring two weeks prior to member meetings. Special meetings can be called by the president with approval of the adviser.

**Section 2.** This chapter shall conduct its meetings according to a modified version of *Robert's Rules of Order*.

**Section 3.** Members are required to attend all chapter meetings to remain in good standing.

#### **ARTICLE IX: 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 as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

**Section 5.** The chapter shall publicize and promote its projects in a positive manner.

#### **ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

**Section 1.** Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the St. Thomas High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his academic standing and take an active role in service and leadership to his school and community.

**Section 2.** If a member's cumulative grade point average falls below the standard in effect when he was selected, 3.85, he will be given a written warning and a reasonable time period for improvement (by the end of the 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. In addition, members who earn D's or F's as quarter or semester grades will be sent "academic reminders" and will be encouraged to seek tutoring or risk losing membership standing.

**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:

- a. The member will receive **written notification** from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him 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 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.
- 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 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 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 IV, V, and X, which are developed by the Faculty Advisor with the approval of the principal.

### **Signatures**

Principal:

\_\_\_\_\_  
(Dr. Aaron Dominguez)

Assistant Principal: \_\_\_\_\_  
(Mrs. Mary Criaco)

Dean of Students: \_\_\_\_\_  
(Mr. Rodney Takacs)

NHS Adviser: \_\_\_\_\_  
(Mrs. Laura Thornton)

STH-NHS President: \_\_\_\_\_  
(Tuscan Savarino, '19)