

National Honor Society Concordia Academy 2024-2025 Membership Handbook



Bylaws

Article I: Name and Purpose

Section 1: The name of this chapter shall be *Concordia Academy Chapter of the National Honor Society of Secondary Schools*.

Section 2: The objective of this chapter shall be to foster enthusiasm for scholarship, to encourage positive leadership and responsible citizenship in service to school and community.

Article II: Membership

Section 1: Membership in this chapter will be referred to as active and graduate. Active members become graduate members upon graduation of high school. Graduate members have no vote.

Section 2: Membership into this chapter shall be based on Scholarship, Service, Leadership, and Character.

Section 3: To be eligible for election into this chapter, the candidate must have been in attendance for a period of one semester at Concordia Academy. Students who are active members in their previous schools' chapter can transfer membership to Concordia Academy.

Section 4: Candidates for election into this chapter can be members of the junior or senior class. Candidates eligible for this must have the required GPA of 3.5. The scholastic level of eligibility is fixed and will be required as the minimum scholarship level of achievement for candidacy into this program.

Article III: Election of Members

Section 1: The final election of members into this chapter shall be by faculty council consisting of five staff members at Concordia Academy. The chapter advisor is an ex-officio member of this council.

Section 2: Prior to the final election, the following shall occur:

1. Students' academic records shall be reviewed to determine eligibility.
2. Students who are eligible will be notified and asked to fill out a membership form. Failure to return the form by the assigned date drops the candidate from further processing.
3. The entire school faculty shall be requested to comment on each candidates' leadership, character, and service with the council making its final decision.

Section 3: The election of active members shall be held once a year in October.

Article IV: Dismissal

Section 1: The faculty council in compliance with the rules and regulations of National Honor Society shall determine the procedures for dismissal. A written procedure is listed in the appendix.

Section 2: Members who fall below the standard will be notified in writing and given reasonable amount of time to correct the deficiency. In the cases of flagrant violation of school or civil rules, a member does not have to be warned in writing.

Section 3: The faculty council shall determine an appropriate number of warnings.

Section 4: In all cases of impending dismissal, a member has the right to be heard before the faculty council.

Section 5: A member who has been dismissed may appeal this decision to the principal of the school.

Section 6: The National Council and the NASSP shall hear no appeals.

Section 7: Dismissal or violation of ethics of National Honors Society can include, but are not limited to:

1. Lack of academic integrity: cheating in the forms of copying/stealing work, plagiarism, excessive absences.

2. Destructive behavior: destruction of school or community property, use of alcohol or drugs at school or in the community.
3. Offenders of school conduct: dress code, use of profanity, unexcused absences, disrespect to others or staff.

Article VI: Activities and Membership Obligations

Section 1: The chapter shall complete one or more service opportunities each year.

Section 2: All members shall fully and enthusiastically promote and 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 administration and faculty, be appropriate and educationally defensible, and be well-planned, executed, and organized.

Section 4: Each member shall have the duty to choose and participate in an individual service project. This service project must be approved by the chapter advisor and/or faculty advisor.

Section 5: The chapter and individual members will publicize its projects in positive ways.

Article V: Meetings

Section 1: Chapters will hold meetings throughout the year. Members are **required** to attend. Members who have missed a meeting have three days to appeal the excuse to one of the council before a written warning may commence.

Article VI: Dues

Section 1: No dues shall be required of active members.

Appendix A

Dismissal Process

1. Academic warnings, suspensions and dismissals are listed in the bylaws.
2. Members who fall below the standards of eligibility or conduct shall receive a written warning and receive reasonable time to correct the deficiency.
3. The Concordia Academy National Honor Society maintains high expectations for its members. Immediate dismissal can occur for flagrant behavior.
4. The Faculty Council shall determine when a member has exceeded reasonable time or amount of warnings.
5. In all cases of impending dismissal, the member has a right to a hearing.
 - a. The student has five days from knowledge of dismissal to request a hearing before the faculty council, faculty advisor and principal. The member must provide written desire for hearing to the faculty advisor.
 - b. Dismissal results in a member completing a restorative consequence for re-eligibility or may result in permanent dismissal from the chapter.

Concordia Academy National Honor Society Warning Letter

To:

From: Kelly Mack, NHS Advisor

To: NHS Member

Induction into NHS is based on scholarship, character, service, and leadership. Once selected, members agree to continue to demonstrate these qualities by maintaining the required GPA, attending meetings, and participating in the required service and leadership opportunities.

Based on our records, your membership in NHS is threatened due to one of the following areas:

_____ Poor deportment (character)

_____ GPA dropped below required average

_____ Insufficient service

_____ Poor attendance at NHS meetings and/or missed deadlines.

As a result, you have been placed on a probationary status until _____, which gives you adequate time to address the deficiencies above. At the end of this time, you are required to schedule a meeting with an NHS staff leader to show evidence of your improvement. At this time, there will be a recommendation for your future status in NHS.

Sincerely,

Concordia Academy NHS Faculty Council

Concordia Academy National Honor Society Warning Letter Verification

I, _____, do hereby affirm that I have received and read the National Honor Society of Concordia Academy's warning letter outlining my probation in the society. I understand that I have until _____ to correct deficiencies outlined in the letter.

Student Signature

Date

Parent/Guardian Signature

Date

Group Service Project Forms



National Honor Society

Steps for Group Chapter Service Project



1. Select a cause

Select a type of cause you would like to support.
Think about your skills and expertise.
Ideas are attached.

2. Communicate your interests

Within meetings, discuss with one another a project you desire to complete as a group, keeping in mind the feasibility of completing the project within designated deadlines.

Discuss with Group Chapter staff leaders (Mrs. Masek, Mrs. Johnson and Mrs. Voss) any questions you may have.

3. Consider the project length

Group projects are best completed when done in a short time frame (ex. One day or one week) with organized leadership or subcommittees.
Must be completed by March 7th, 2025

4. Begin projects with assigned committee leaders

Document progress

Submit Completion Form (attached)

National Honor Society

All members in the group need to submit the completion form to Mrs. Voss or Mrs. Johnson upon completion.



Group Chapter Project

Deadline April 4th, 2025

Name: _____ Grade: _____

Supervisor Signature: _____

Describe Experience:

Be sure to answer:

- 1) How did you personally help make this service project successful? Use specific details.
- 2) How did this experience benefit your community and support NHS goals?
- 3) Explain how your work collaborated together.
- 4) What would you change in the future in entering into a future service project?

JUNIORS

Would this be a good project to do again?

____ yes ____ no

Would you rather do more individual service hours and NOT do a group project?

____ yes ____ no

Individual Service Project Forms



National Honor Society

Steps for Individual Service Hours



1. Select a cause

Select a type of cause you would like to support.

Think about your skills and expertise.

Ideas are attached.

2. Communicate your interests

Contact the organization that aligns with your interests

Ask them about different volunteer opportunities

Fill out the Proposal Form (attached) and submit to Concordia Academy NHS team

**note—the plan must be approved before beginning project*

3. Consider the project length

Individual Service Projects must be at least 10 hours

Must be completed by **April 9, 2025**

4. Begin projects

Document progress

Submit Completion Form, including Contact Person's signature (attached)

National Honor Society

Individual Project Proposal Form: (submit to staff listed below)

Deadline: December 11, 2024



Name: _____

Grade: _____

Date: _____

Volunteer Organization: _____

Contact Person: _____ Phone # _____

Plan Outline:

1. _____
2. _____
3. _____
4. _____

Estimated date of completion: _____

Plan Approval: _____

Colleen Inwards

Date: _____

Service Opportunities

Concordia Academy

- **Academic tutoring**
 1. Talk with teachers/Ms. Mack about this possibility.
 2. Formalize this agreement between yourself and a teacher.
 3. Set up tutoring times - they must occur here at CA.
 4. Use the log at the back of this packet to record your hours. This will be turned in along with your Completion form.
- **Organizational Aide**—assist in specific Concordia building areas
Mrs. Cocchiarella: Help with the Craft Fair
Mrs. DeWitt / Mrs. Voss: storage room, cleaning, organization
Principal Anderson: building and or maintenance projects
- **Beacon Buddies** - see Mr. Paul
- **Benchmark Bash**—create study skill posters to be displayed before finals that remind students how to best prepare.
- **Environment Steward** - Football field clean up or spring clean up (weeding gardens etc.).

Local Community

- **King of Kings** - See Mrs. Mack about tutoring options
- **Bridging:** Bridging empowers people to thrive in their homes by providing quality furniture and household goods for those pursuing housing stability.
<https://bridging.org/get-involved/individual-volunteer/>

- **Habitat for Humanity:** Be a part of increasing access to affordable housing for hundreds of Twin Cities families each year by lending a hand on a construction site, home repair project, or at our ReStore Home Improvement Outlets. Find the volunteer opportunity that is right for you! <https://www.tchabitat.org/volunteer>
- **Midwest Special Services:** Our mission is to support people with disabilities as vital and contributing members of our community. <https://www.mssmn.org/volunteer>
- **Adult and Teen Challenge:** Our mission is to assist men, women and teens in gaining freedom from chemical addictions and other life-controlling problems by addressing their physical, emotional and spiritual needs. <https://www.mntc.org/mentor-volunteer/>
- **Salvation Army:** The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. <https://centralusa.salvationarmy.org/twin-cities/volunteer/>
- **Union Gospel Mission:** provides food, shelter, programs and services for men, women and children experiencing homelessness, hunger and addiction. <https://volunteers.ugmtc.org/>
- **Hospitality Center:** Sharing **the love of Jesus Christ** through hospitality with international students and scholars in the Twin Cities. <https://www.thehospitalitycenter.org/volunteer-773542.html>
- **Area food shelves:**
 - **Open Cupboard**
<https://opencupboard.org/volunteers/new-volunteers/>
 - **Second Harvest Heartland**
<https://www.2harvest.org/volunteer>
 - **Ruby's Pantry**
<https://www.rubyspantry.org/become-volunteer>

- Merrick Food Shelf
<https://www.hungersolutions.org/get-involved/>
- Area nursing homes
 - Lyngblomsten <https://www.lyngblomsten.org/>
 - Rosepointe <https://www.rosepointeseniorliving.com/>
 - Presbyterian Homes <https://preshomes.org/>

Tutoring Log

Name: _____

Student Name	Subject Covered	Hours/Date
Ex. Michael S.	Business	10/23, 2:30-3:15

Total Hours: _____

Supervisor Signature: _____

Student Contract

Student Name:

Date:

I have read the above policies and procedures. I agree to serve and lead at Concordia Academy responsibly and with good deportment. I will be a person of honor and integrity in how I approach my classroom participation, my relationship with staff, and navigate my homework and other assessments both in high school and college courses. I understand if I choose to handle myself in a way less than the above, I may lose membership in this organization.

Student Signature

Parent Signature