

# **National Honor Society of Calvary Christian Academy**

## **Chapter Bylaws**

Adopted: January 29, 2020

### **ARTICLE I: NAME**

The name of this chapter shall be the Calvary Christian Academy Chapter of the National Honor Society of Calvary Christian Academy.

### **ARTICLE II: PURPOSE**

The purpose of this chapter is to encourage academic excellence, develop leadership skills, and promote Godly character in the students of Calvary Christian Academy as they utilize their gifts and talents to serve the community.

### **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. [For reference, see Article V, Section 1 of the National Constitution.]

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 council 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:

1. Membership is restricted to juniors and seniors. However, candidates may be identified and invited to begin the candidacy process as early as the end of their sophomore year.
2. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Calvary Christian Academy.
3. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 4.0 on a weighted scale.
4. Candidates must be enrolled in and maintain at least one honors and/or AP core class.
5. 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 second semester of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate Information Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. 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.

Section 4. In cases where a candidate does not receive a majority vote by the faculty council for membership, the student will be notified in writing of the decision and the reason for nonselection. If the student would like to appeal the decision, the following process will be followed:

- a. The student must submit a written appeal letter to the adviser within 10 school days of notification of nonselection. This appeal letter must include a detailed explanation of why the student believes his/her case should be reconsidered, including any pertinent information for the Faculty Council to review.
- b. The faculty council will reconsider that individual's case.
- c. The adviser will inform the student of the council's decision in writing.
- d. If the student is still not satisfied with the decision, they may submit a written appeal to the principal within 10 school days of notification of the second nonselection.
- e. The principal will then reconsider the individual's case, in consultation with the Faculty Council, and then inform the student of his/her decision. The decision of the principal shall be deemed final.

Section 5. Candidates become members when inducted at a special ceremony. Attendance at this induction ceremony is required for membership. If there are extenuating circumstances that would prohibit attendance, the candidate must discuss this in advance with the adviser.

Section 6. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 7. 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. Dues will be payable to the chapter within 30 days of induction. For returning members, dues must be paid by October 30th.

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 emblem adopted by the National Honor Society.

Section 3. Only chapter members who are seniors in good standing shall be granted the privilege of wearing the honor medallion at graduation.

Section 4. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 5: Additional costs may be incurred for transportation, service projects, etc.

#### **ARTICLE VII: OFFICERS**

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

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. Officers and the faculty adviser(s) 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, but any action by the executive committee is subject to the review of the chapter members.

### **ARTICLE VIII: MEETINGS**

Section 1. Members are required to attend all scheduled chapter meetings. Special meetings can be called by the president with the approval of the adviser. If a member misses two meetings in a semester, they will be required to meet with the adviser to discuss the obligation of meeting attendance and the expectation of compliance. Any student who misses more than four meetings in a year is subject to review and potential dismissal by the faculty council.

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

### **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 a minimum of 20 community service hours to be completed during each school year (not during the summer). These 20 hours are in addition to CCA's annual required volunteer service hours which all students must complete. Should they choose, members are permitted to count time spent at chapter service projects towards those 20 hours. Volunteer time spent for Student Government to provide a service such as the food drive, working a station at Fall Sports Day, or other activities as approved by the NHS Adviser, can count up to 5 hours per year. Hours spent in planning meetings, pep rallies, or decorating cannot count towards service hours. Mentoring an elementary student in the CCA Mentor Program can count up to 5 hours per year. Five of the total required hours (20) must be served outside of the school and within the community. Students shall submit a service hours log by the

stated deadlines throughout the school year. These individual service hours should reflect his or her particular talents and interests and be approved by the chapter adviser.

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 Calvary Christian Academy chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing (minimum cumulative 4.0 GPA and enrolled in at least 1 honors or AP course), demonstrate honorable character in and outside of school, and take an active role in service and leadership to his/her school and community.

Section 2. If a member falls below any of the expected standards, he /she will be given a written warning and a reasonable time period for improvement. In the case of flagrant violation of school rules or the law, a member does not have to be warned.

Members will have the opportunity to improve their status according to the following guidelines:

- a. A member whose GPA falls below standards will have until the end of the current school quarter to correct the deficiency.
- b. A member whose service hours fall short of standards will have until the end of the current semester to correct the deficiency. If the deficiency occurs during the spring semester, the member will have until April 30th to complete their service hours.
- c. A member whose character falls below standards will have until the end of the current semester to correct the deficiency by showing evidence of improvement. This evidence must be documented in writing by a supervisor in the area of character deficiency (e.g. teacher, principal, pastor).

If the member does not achieve the required improvements within the stated timeframes, the student will be subject to further disciplinary action by the faculty council, that includes consideration of dismissal from the chapter. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

A member who meets the requirements of CCA's NHS chapter will continue as a member of the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 6 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, as defined in the CCA Jr./Sr. High School Parent/Student Handbook, (such as use of profanity, failure to comply, unexcused or excessive absences/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 (see Section 6 below).

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 indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a required due process hearing before the faculty council prior to any vote on dismissal (in accordance with Article X of the NHS Constitution). The date and time of that hearing will be included in the written notification from the adviser/faculty. The member has the opportunity to present his/her 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 by the student submitting a written request for appeal to the principal's office within 5 school days. The principal, in consultation with the faculty council, will review the appeal and decide whether to uphold the dismissal, or allow continued membership. The principal's decision shall be final.
- 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 two-thirds affirmative vote of all active members of the chapter, 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 council with the approval of the principal.

Approved: January 29, 2020

Revised: May 18, 2022

November 8, 2023

*Al Schiavo*

Al Schiavo

Principal

*Lee Winton*

Lee Winton

Adviser