

National Honor Society, Pope St. John XXIII Chapter  
Bylaws

I. Selection of new members

A. Eligibility

1. Any sophomore, junior, or senior who has attended St. Paul for at least two consecutive quarters and has a weighted career average of 90.00 at the end of the second quarter of a given school year is academically eligible for induction in that year.

B. Selection

1. Students who are academically eligible at the end of the second quarter will be notified in the third quarter by the adviser that they are candidates for induction to the NHS, and they will be invited by the adviser to an informational meeting. At this meeting candidates will receive from the adviser a set of documents including information about membership in the NHS and instructions for pursuing selection into NHS, including an opt-out form. The candidates will return the completed documents, requested attachments, etc. to the adviser by a specified deadline. For those students who choose to pursue selection, the adviser will set a time for an interview with himself/herself and/or members of the faculty council.

2. In the third quarter the adviser will distribute to faculty a form asking them to rate candidates in character, leadership, and service. These forms should be returned to the adviser, who will then distribute copies of them to the members of the faculty council along with copies of the candidates' documents etc.

3. Having read the documentation from candidates, faculty, etc., the adviser and/or the faculty council will interview each candidate.

4. The adviser and faculty council will meet to evaluate candidates, and the faculty council will vote whether to select or not select each candidate. Prior to notification of the candidates, the adviser will review with the school president the results of the council's deliberations.

5. The adviser will notify candidates whether or not they have been selected.

C. The Ceremony

1. The induction of new members will be held once each year, during April or May.

2. The ceremony will be designed and conducted by the chapter president with consideration of the recommendations of the NHS Handbook and approval of the adviser and school president.

## II. Responsibilities of members

A. Members are expected to be exemplary constituents of the school community, and so they are expected to comply with all school rules and policies, e.g. as outlined in the St. Paul Student Handbook. Indeed, members should exceed the expectations placed upon St. Paul students.

B. Members are required to attend all monthly meetings, which will be held on the first Wednesday that is a school day in each month, but may also be rescheduled by the adviser. Members who miss a meeting are responsible for seeing an attending member or officer for information. Members who miss a meeting should seek out the adviser to account for the absence, and the adviser will then determine whether the absence was excused or unexcused.

C. With the exception of those scheduled with classes for all eight periods, all members must be available to tutor during at least one free period each day. Those who have classes in all eight periods must be available on selected days after school.

D. All members must participate in the induction ceremony, fundraising events, tutoring at Cambridge Park, and any other projects declared mandatory by the adviser or faculty council.

E. Each member must complete an individual service project.

F. Members who fail to participate in any activity of the chapter should always come to the adviser and give an account for the failure to participate. The adviser will determine whether the lack of participation was excused or unexcused.

G. Members are required to pay annual dues of \$20 by November's monthly meeting.

## III. Discipline, penalties, and dismissal

A. Disciplining of members can include written warnings, hearings before the faculty council, loss of privileges, loss of office in the case of officers, and dismissal from the society.

B. The adviser will review the attendance of each monthly meeting and of the chapter's activities, and determine whether absences were excused or unexcused.

C. The faculty council will meet each quarter to review whether there are any members whose behavior is below the standards of the chapter, including lack of

participation in the chapter's activities and failure to comply with the standards expected of St. Paul students. This meeting will include consultation with administration.

D. Since members of the society must be exemplary constituents of the school community, any instance in which a member fails to meet the standards of the St. Paul Student Handbook is also a deficiency in terms of the society's own standards and may thereby trigger disciplining from the adviser and faculty council.

E. Failure to maintain performance at the standards on the basis of which the member was selected for membership, failure to fulfill the responsibilities of membership, and/or failure to participate in the activities of the chapter may trigger disciplining from the adviser and the faculty council.

F. The first and second unexcused absences of a member from a monthly meeting will result in a written warning, and the third unexcused absence will result in a hearing before the faculty council, who will be considering dismissal of that member.

G. Unexcused lack of participation in any activity of the chapter may result in a written warning. Persistent unexcused lack of participation in any activity may result in a hearing before the faculty council, who may be considering dismissal of that member.

H. Failure to pay yearly dues of \$20 by the first meeting of November will result in disciplining.

I. Any member whose cumulative average falls below 90.00 will receive a warning in writing from the adviser. A second quarter below 90.00 will result in a written warning and a hearing before the faculty council.

J. A member who receives a warning in writing, whether once or more, may also be required to attend a hearing before the faculty council, who may be considering further penalties including dismissal from the society.

#### IV. Officers

##### A. Election

1. Only junior members are permitted to run for office, nominate members for office, and vote for officers in the NHS.

2. The election of officers will take place at a meeting of junior members in the fourth quarter.

3. Any junior member wishing to nominate himself/herself or another junior member should do so in writing to the adviser at least five school days prior to the election. Nominees are expected to prepare a three-minute speech and to submit a resume summarizing their qualifications. Nominees need approval of the adviser

before running. A nominee may run for only one office. Members holding or planning to hold other major offices in the school are discouraged from running for any NHS office.

4. At the election meeting, each member nominated for an office will be given the opportunity to speak for three minutes. The adviser will conduct the election for each office by using paper ballots. If there are more than two nominees for an office and no one wins by a simple majority of all the votes, the two nominees with the most votes will compete in a run-off. If in a competition of two nominees there is a tie, the vote of the faculty council will determine the election.

5. The installation of new officers will be part of the induction ceremony, and the new officers will assume their responsibilities on the day after the seniors' graduation.

6. In the event of a vacancy in the office of president during a term, the vice president will assume the office and duties of president. Then an election will be held for the vice presidency at a specially scheduled meeting consisting only of members from the officers' class. Students from the officers' class may be nominated by themselves or other members of that class in writing to the adviser at least five school days prior to the election. Nominees are expected to prepare a three-minute speech and to submit a brief resume summarizing their qualifications. In the event of a vacancy in the office of vice president, secretary, or treasurer, an election will be held according to the same as when the vice president has succeeded the president.

#### B. Responsibilities of officers

1. The president will establish the agenda of monthly meetings and conduct them; act as a spokesperson for the chapter; be responsible for the operation of the tutoring program; plan and conduct the induction ceremony; present the chapter scholarships at Academic Awards Night.

2. The vice president will assume the duties of the president in his/her absence; organize and run projects that serve the community outside the school; act as a liaison between the chapter and the Development Office.

3. The secretary will record minutes of all monthly meetings; be responsible for all chapter correspondence; maintain all records of the NHS; maintain the NHS website and bulletin board.

4. The treasurer will prepare and maintain an annual budget that tracks all revenues and expenses; organize the participation of members in fundraisers; collect annual membership dues; work through the Finance Office to meet expenses, make deposits, and maintain a balanced account.

5. All officers will meet with the adviser prior to monthly meetings to write the agenda; keep attendance records of their projects etc. and notify the adviser of members who fail to keep their commitments; take an active role in the successful planning and execution of all chapter events.

V. NHS Scholarship Nomination Procedure (National Organization)

A. The adviser will describe the scholarship and eligibility at the first monthly meeting following receipt of the application.

B. Students who think that they meet the specified requirements must submit to the adviser the following materials: (1) a 1-2 page, typed statement addressing the question “Why I should be the chapter’s nominee”; (2) a current transcript. Materials received by the adviser after the specified due date will not be considered.

C. The Faculty Council will review the letters of interest and transcripts, and nominate two members who should proceed to apply to the national organization.

D. Nominees will follow online instructions in completing their applications.

VI. Chapter Scholarships

A. The chapter will award a scholarship(s) to members who currently attend St. Paul and plan to attend college full-time.

B. The number of scholarships and money to be dispersed will vary in accordance to funds raised during the academic year.

C. Eligibility to apply for chapter scholarship(s) may be obtained from the adviser and must be returned to the adviser by the due date.

D. The faculty council will review applications and rank applicants with brief supporting commentary; ranking and supporting documentation will be submitted by the adviser to the school president, who will make the final decision.

E. Application requirements for scholarships are subject to change.

VII. Amendment

A. In accordance with the NHS Handbook, any proposed amendment to the bylaws is contingent upon the following forms of approval: a 2/3 vote of the members of the

chapter, a majority of the faculty council, and assent of the school president, with the exception that any bylaws pertaining to selection, disciplining, and/or dismissal of members do not need approval from the members.