

# **CENTRAL ACADEMY CHAPTER OF THE NATIONAL HONOR SOCIETY**

## **By-laws**

### **ARTICLE I: NAME**

The name of this chapter shall be the Central Academy Chapter of the National Honor Society at Central Academy of Technology & Arts.

### **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 Central Academy.

### **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 the Central Academy Chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the student must have been in attendance for a period of one semester at Central Academy of Technology & Arts.
- c. Students eligible for selection to the chapter shall have a minimum cumulative grade point average (GPA) of **4.2** on a weighted scale. Student's academic records shall be reviewed at the end of the sophomore and junior years to determine scholastic eligibility.
- d. Upon meeting the grade level, enrollment, and GPA standard requirements, students shall then be considered based on their service, leadership, and character. Some prior community service is a requirement.

### **ARTICLE V: SELECTION OF MEMBERS**

**Section 1** – The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members of Central Academy of Technology & Arts, appointed by the principal. The chapter adviser(s) shall be non-voting, ex-officio members of the Faculty Council.

**Section 2** – The selection of new, active members shall be held once a year at the beginning of first semester. Students will be invited to complete the application process before school returns in the fall. The induction ceremony shall take place for those selected members early in the first semester.

**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. An outside adviser will also be asked to evaluate the candidates on their Character, Leadership and Service.
- 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.
- e. Any candidate receiving "Out of School Suspension" (OSS) during his/her high school years OR "In School Suspension" (ISS) for more than one incident during the previous year may be eliminated from consideration for membership in the Central Academy Chapter of the National Honor Society if the Faculty Council chooses to do so.

**Section 4** – The candidates who are selected for membership into the Central Academy Chapter shall be notified in writing. They shall be expected to accept and sign the by-laws. A formal induction ceremony shall welcome the candidates into membership. The candidates then officially become "active members."

**Section 5** – An active member of the National Honor Society who transfers from this school shall be given a letter signed by the principal and/or chapter adviser(s) indicating the status of his/her 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 (mandatory) per year with an additional \$5.00 (optional) if the student desires to order the club t-shirt. Dues will be payable to the chapter within 30 days of induction. The two payments may be combined. Make checks payable to CATA. The dues go towards the National Chapter and Central Academy Chapter. The dues shall be used to cover costs associated with the yearly renewal of the charter, the annual induction ceremony, insignia items, and other needs as determined by the Society's adviser(s) and school principal. In addition to membership dues, seniors will be responsible for the purchase of their stole for graduation recognition.

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

**Section 4** -- Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS stole at graduation.

## ARTICLE VII: OFFICERS

**Section 1** – The officers of the Central Academy Chapter of the National Honor Society shall be president, vice president, secretary, and historian. These officers along with the faculty adviser(s) shall constitute the Executive Council.

**Section 2** – Selection of officers for the next officer term shall be conducted in December. All active members shall be eligible to run for a position as an officer. Any member on probation at the time of officer selection may not run for any office.

**Section 3** – Any member interested in holding an office shall complete an Election Form stating the desired office, qualifications, and expectations for that office and submit to the adviser(s) by a stated deadline. Upon approval by the adviser(s), the candidates shall present themselves before the chapter members. All current members shall vote by written or electronic ballot. The adviser(s) will tally ballots and announce the slate of officers. A majority vote shall be necessary to elect any officer of this chapter.

**Section 4** – It shall be the duty of the President to preside at all meetings. The President shall be the Society's contact to Central Academy of Technology & Arts and to the community. The President shall oversee all activities and responsibilities of the Society. The President of the Central Academy Chapter may not serve as president of another school club, or organization during his/her term.

**Section 5** – The Vice President shall preside in the absence of the President. The Vice President shall assist the President with activities and responsibilities. The Vice President shall have the responsibility of sharing monthly community service opportunities with members and recording member's contributions to leadership and service.

**Section 6** – The Secretary shall prepare agendas for meetings, keep the minutes at each meeting and record attendance at each meeting. The Secretary shall be responsible for all official Central Academy Chapter correspondence. The Secretary shall keep record of the community service hours for each member and will provide an update of service hours periodically.

**Section 7** – The Historian shall be responsible for collecting pictures and mementos from the Society's projects and activities. The Historian shall prepare a scrapbook or trifold of the year's activities to be held in the Central Academy of Technology & Arts archives.

**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 AND ATTENDANCE

**Section 1** – Attendance at all Central Academy Chapter meetings shall be mandatory. Regular meetings of this chapter shall be the first Tuesday of the month. Special meetings can be called by the president with approval of the adviser(s).

**Section 2** – Participation in all Central Academy Chapter functions, including but not limited to, induction ceremony, fundraisers, and service projects shall be mandatory. Failure to participate may result in probation (See Article 4, Section 3).

**Section 3** – An absence to a meeting or function shall result in disciplinary action. **An absence may be excused after evaluation by the advisers provided the member presents a written explanation to the chapter adviser(s) within one day of the meeting day missed.** Two unexcused absences shall result in probation for the remainder of the school year. Another unexcused absence shall result in a Faculty Council meeting to decide continued membership.

## **ARTICLE IX: ACTIVITIES AND SERVICE EXPECTATIONS**

**Section 1** -- The chapter shall determine one or more service projects for each year. Each member of this chapter of the National Honor Society shall be expected to perform a minimum of 20 hours of service to Central Academy of Technology & Arts and/or the community each year (September through June 1 for juniors and September through May 1 for seniors.) Small Group leaders will compile a list of community service opportunities and the list will be pre-approved by the advisers.

**Section 2** -- All members shall regularly participate in these projects. Not participating will count as a missed meeting.

**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 individual service projects 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.

**Section 6** -- Service activities shall be selected from a pre-approved list that shall be provided to members or be pre-approved by the chapter adviser(s). All community service opportunities not selected from the pre-approved list must be approved through the pre-approval process. Students must fill out the pre-approval form:

<https://goo.gl/forms/PnXav6QiU3wD5xfH2>, a minimum of one week before the community service event is to be held. To see a list of pre-approved opportunities, check this Google Doc: <https://goo.gl/u6GqVk>.

### **Additional information regarding the pre-approval process:**

#### **The following activities will count towards community service provided they are pre-approved:**

- Volunteering for a nonprofit organization such as CATA PTSO, March of Dimes, the Humane Society, the Heritage Center, Salvation Army, Open Your Heart Campaign, Heart for Monroe, Habitat for Humanity, Red Cross, The Closet Ministry, Turning Point, Carolina Waterfowl Rescue, United Way, American Cancer Society, Special Olympics, Sanctuary House, Ruth Meier's Hospitality House, Operation Christmas Child, the Literacy Council of Union County, With Love from Jesus, etc.
- Tutoring/Mentoring- only tutoring arranged and verified through guidance will count towards service hours. Exceptions may be made for tutoring supervised by a teacher.
- Church and youth group activities that benefit the community-- for example, your youth group helps with a Special Olympics bowling tournament or volunteers in a soup kitchen.
- Club activities that perform service for a community organization—for example, working with Hands Helping Others or another group to put together food baskets for Thanksgiving.
- Candy striper at a hospital/nursing home.

#### **The following items DO NOT count towards community service credit:**

- Volunteering for a class. Example: Volunteering for Medical Related Careers. You earn credit for the class.
- Involvement in school/community/church musicals or plays
- Helping family, friends, or neighbors. (Chores, shoveling, cutting the lawn, running errands).
- Club meetings/activities and Band or Choir activities, unless you are performing a service for a community non-profit organization
- Anything you are paid for or are normally paid for.
- Church or youth group activities—Going on a hay ride or skiing with your church group
- Working for free at your job or another place that makes a profit
- Campaign efforts for candidates—this is a civic duty
- Babysitting for a neighbor, picking up trash on the side of the road, other random acts of kindness

- Helping out at church—teaching classes, playing music etc. Activities related to the normal operations of religious organizations are not counted towards credit hours.
- Fundraisers are not allowed unless you are raising money for a different non-profit where the money will benefit the community as a whole.

**Section 4** - All service hours shall be documented (date, time, place, activity, signature, etc.) on the service hours forms. The service hours forms shall be submitted to the chapter adviser(s) at each monthly meeting. Proof of service hours must be submitted within 30 days of the event in order to obtain credit. At least 10 hours must be completed by the end of 1st semester. Parents and students may not sign hours forms. Sleeping, eating and traveling to an event does not count towards service hours. No one event may earn more than 8 hours of service. Students are expected to participate in a variety of service activities.

## **ARTICLE X: DISCIPLINE AND DISMISSAL**

**Section 1** – Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Central Academy Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

**Section 2** – If a member's cumulative GPA falls below the standard in effect when he/she was selected (cumulative 4.2 on a weighted scale) the member shall be given a written warning and a reasonable time period for improvement. 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.

**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/her 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/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 and afterwards according to provisions of the school district discipline policies.

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 in the chapter, 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 V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

**Established: 2006**

**Revised: March 2014**  
**August 2015**  
**August 2016**  
**August 2017**