

# Elizabeth Ann Seton Chapter of the National Honor Society at Seton High School

## Bylaws

### Article I: Name

The name of this chapter shall be the Elizabeth Ann Seton Chapter of the National Honor Society at Seton High School.

### 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 the students of Seton High School.

### Article III: Powers

**Section 1.** This chapter operates under the direction of and in full compliance with the NHS National Constitution.

**Section 2.** The chapter advisor 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.** Our chapter of the NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate.

### Article IV: Membership

**Section 1.** Membership in the chapter is an honor bestowed upon qualified and deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership and Character.

**Section 2.** Membership in the chapter shall be known as active, honorary and graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and honorary members have no voice or vote in chapter affairs.

**Section 3.** Candidates eligible for selection to this chapter must meet the following criteria:

- a. Be members of the junior or senior class.
- b. Have a minimum cumulative unweighted GPA of at least a 3.65.
- c. Have met Seton's minimum requirements for Service.
- d. Be in good standing in the previous year through the time period in which final eligibility determinations are made and according to the policies outlined in Seton High School's Student Handbook and Course Descriptions and Academic Policies Handbook. This includes passing all classes with a minimum quarterly grade of a 75, having fewer than 18 conduct points, having fewer than 5 absences per quarter and having fewer than 5 unexcused and/or 8 excused tardies for the year.
- e. Meet Seton High School's character and leadership expectations as outlined in Seton's Mission, Vision and Belief Statements; demonstrate academic integrity and the characteristics of Seton's Definition of Student Learning; and meet all other criteria as set forth in Seton's Student Handbook and Course Descriptions and Academic Policies Handbook. Determination of eligibility for character and leadership expectations is made by recommendation from Seton High School's faculty and staff.

- f. Students who meet the eligibility requirements outlined in this section will then be invited to complete a Candidate Information Form to be considered for membership. Students must submit the application by the stated deadline in order to be considered.

#### **Article V: Selection of New Members**

**Section 1.** The selection of new 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 advisor shall be the sixth, non-voting, ex officio member of the Faculty Council.

**Section 2.** The selection of active new members shall commence in the first quarter of the school year.

**Section 3.** Prior to the final selection of new members, the following shall occur:

- a. All junior and senior students shall attend a general meeting within the first quarter of the school year to discuss the eligibility requirements for admission into the NHS.
- b. The faculty and staff of Seton High School will be asked to evaluate eligible students according to the eligibility requirements outline in Article IV Section 3 above, including expectations for character and leadership.
- c. Eligible students shall be notified and asked to complete and submit the Candidate Information Form for further consideration.
- d. The Faculty Council shall review the Candidate Information Forms, faculty evaluations, letters of recommendation, and other relevant information to determine those who fully meet the selection criteria for membership. A majority vote of the Faculty Council is needed to induct a candidate into the NHS.

**Section 4.** Candidates become members when inducted at an official ceremony.

#### **Article VI: Re-Instatement of Active Members**

**Section 1.** Prior to the re-instatement of active members, the following shall occur:

- a. Members who still meet all of the requirements outlined in Article IV Section 3 and have met the obligations of membership outlined in Article VII will continue to be considered active members. Students meeting these standards will be notified of their continued membership via email.
- b. Students who no longer meet the requirements will be notified in accordance with Article XI Sections 4 and 5.
- c. All active members shall attend a general meeting within the first quarter of the school year to review the eligibility requirements for membership in the NHS.

**Section 2.** Upon a student's request, an active member of the Elizabeth Ann Seton Chapter of the National Honor Society who transfers from Seton will be given an official letter indicating the status of her membership.

**Section 3.** An active member of the National Honor Society who transfers into Seton High School will be automatically accepted for membership into the Elizabeth Ann Seton Chapter of the National Honor Society upon receipt of an application and an accompanying letter of active status from the transferring student's previous school.

#### **Article VII: Obligations of Members**

**Section 1.** Annual dues for this chapter are \$20. Dues will be payable to the chapter treasurer prior to the end of the first semester.

**Section 2.** Members are expected to attend every chapter meeting; remain in good standing and uphold the expectations for character, leadership and academic integrity as outlined in Article IV; contribute to group service projects and participate in an individual service project in accordance with NHS guidelines.

**Section 3.** A member who does not meet these ongoing obligations will have their membership reviewed by the faculty council, which may lead to a case of pending dismissal as outlined in Article XI Section 7.

#### **Article VIII: Officers**

**Section 1.** The officers of this 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.** A majority vote shall be necessary to elect any officer to 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.** Elected officers and the faculty advisor shall collectively be known as the chapter's Executive Committee. The executive committee shall establish annual goals for the chapter and have a general charge of the meetings and the activities of the chapter. Any action by the executive committee is done with consensus from chapter members and recorded in the meeting minutes.

**Section 5.** It shall be the duty of the president to preside at all meetings of the chapter, to serve as the official representative of the chapter at school and community functions ensuring chapter goals are met, serve as the liaison between chapter members and the academic advisors to assist with school tutoring needs, and lead the group service project. The president may delegate certain responsibilities to the vice president and other members as appropriate and with the guidance of the chapter's advisor.

**Section 6.** It shall be the duty of the vice president to attend all meetings of the chapter and to preside at meetings in the case of absence of the president. The vice presidents shall also keep a record of each member's contributions to leadership and service including facilitation of each member's individual service project as well as recording quantifiable outcomes.

**Section 7.** The secretary shall attend all meetings of the chapter, keep the minutes at each chapter and Executive Board meeting and be responsible for all official correspondence, including as outlined in Article X Section 5. The secretary shall also serve as the liaison between chapter members and the student body, parents, and faculty and staff in providing ongoing communication about the chapter's activities.

**Section 8.** The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer shall also keep attendance records for each meeting.

#### **Article IX: Meetings**

**Section 1.** Regular meetings of this chapter shall be determined at the beginning of the school year. Special meetings can be called by the president with approval of the chapter's advisor.

**Section 2.** Members are expected to attend all chapter meetings. A member with two unexcused absences will have their membership reviewed by the faculty council, which may lead to a case of pending dismissal as outlined in Article XI, Sections 7-9.

#### **Article X: Activities**

**Section 1.** The chapter shall determine one or more group service projects for each year.

**Section 2.** All members shall regularly participate in the established group service projects.

**Section 3.** Group service projects shall have the following characteristics: fulfill a need within the school or community, have the support of the school's 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 one individual service project which reflects her particular talents and interests and has been approved by the chapter

advisor. The individual service project is in addition to the group chapter projects to which all members will contribute. Hours will be submitted, verified and reviewed through x2vol.

**Section 5.** The chapter shall provide ongoing communication about the chapter's activities and eligibility requirements, publicizing and promoting its activities in a positive manner to the school's students, faculty, staff, administration and parents.

#### **Article XI: Discipline and Dismissal of Members**

**Section 1.** All members of the National Honor Society are expected to maintain good academic standing and take an active role in service and leadership in her school and community in accordance with the chapter bylaws and all provisions set forth in Seton's Student Handbook and Course Descriptions and Academic Policies Handbook. Any member who falls below the standards of scholarship, leadership, character or service may be considered for discipline or dismissal from the Elizabeth Ann Seton chapter of the National Honor Society.

**Section 2.** Certain violations of the law, the chapter bylaws or Seton school policies can result in immediate consideration of the dismissal of a member. These violations include but are not limited to DWI, stealing, bullying, inappropriate use of social media, destruction of property, attempting to damage the reputation of the school, cheating, plagiarism, poor attendance and/or truancy, possession, selling, or being under the influence of drugs or alcohol at school, school-related activities or in the community. In addition, the National Honor Society upholds a zero-tolerance policy for cheating and plagiarism. As stated in Seton's Course Descriptions and Academic Policy Handbook, "an occurrence of plagiarism and cheating may result in immediate removal from leadership positions and Honor societies" (page 17).

**Section 3.** Students who are pending dismissal due to the violations mentioned in Article XI Section 2 will be suspended from membership with written notification to the member and as well as parents or guardians.

**Section 4.** Offenders of the school conduct code or other violations of these bylaws not mentioned in Article XI, Section 2 (such as use of profanity, failure to comply, discourteous behavior) will receive written warning notification. A conference may be requested by either party upon a first offense. If the member is involved in another violation of the school conduct code during her tenure as a member she may be considered for dismissal.

**Section 5.** If a member's cumulative grade point average falls below the standard in effect when she was selected, she will 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 can include consideration of dismissal from the chapter.

**Section 6.** Chapter officers, as representatives of the chapter, can be immediately removed from their positions as a consequence of any disciplinary action described in but not limited to those in Article XI, Sections 1, 2, 3, 4 and 5.

**Section 7.** In cases of pending dismissal, with the exception of Article XI, Section 6:

- a. An initial conference will be requested between the member and the chapter advisor to review the charges.
- b. The member and her parents or guardians will receive written notification from the chapter advisor and/or Faculty Council indicating the reason for consideration of dismissal.
- c. The member may be immediately suspended from all chapter activities and meetings pending a review of dismissal.
- d. The member will be given the opportunity to respond via an appeal process to the charge(s) against her at a face to face hearing before the Faculty Council prior to a final vote on dismissal. At the member's written request, a response may also be made via a written

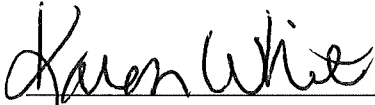
statement to the Faculty Council in lieu of a face to face meeting. Following the in person hearing or after review of the written statement, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

- e. The Faculty Council may vote to dismiss a member after it has been established that the evidence of a violation to the provisions outlined in Article XI has met the threshold for dismissal or the Faculty Council may impose other disciplinary sanctions if it has not been established that the evidence presented has met the threshold for dismissal.
- f. The results of the Faculty Council will be presented to the school Principal for review and then stated in a letter sent to the student and her parent or guardians. Dismissed members must surrender any membership emblems to the chapter advisor.
- g. The Faculty Council's decision may be appealed to the building Principal. The National Honor Society does not act as an agent to hear student appeals.
- h. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

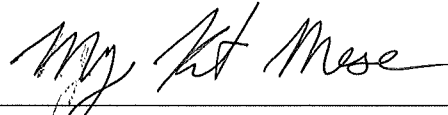
Last Revised on: August 10, 2022

Approved by:

Signatures



Mrs. Karen White, Principal



Mrs. Katie Meese, Chapter Advisor

