



# BYLAWS FOR THE ANNAPOLIS CHRISTIAN ACADEMY CHAPTER OF THE NATIONAL HONOR SOCIETY

## **Article I: Name**

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

## **Article II: Purpose**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop Christian character in the students, and to in all ways further the stated mission of Annapolis Christian Academy.

## **Article III: Powers**

Section 1. This chapter operates under the direction of and in full compliance with the NHS Constitution. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions).

Section 2. The Chapter Advisor is given the authority to supervise the administration of the chapter's activities, as delegated by the school principal. The Chapter Advisor maintains all records of the chapter and completes the annual survey required by the national office. He/she regularly reviews each member's compliance with the standards and obligations of the chapter and helps the officers carry out their duties. He/she is an ex officio, non-voting, sixth member of the Faculty Council and facilitates all meetings of the council. He/she oversees the planning and record-keeping for members' individual service projects.

Section 3. The principal annually appoints the Faculty Council and the Chapter Advisor. He/she shall receive appeals concerning non-selection of candidates or discipline or dismissal of members. Final authority on all activities and decisions of the chapter resides with the school principal. (See Article V, Section 1 of the National Constitution.)

Section 4. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. An alternate member will also be appointed whose duty will be to serve when a full Faculty Council is required to meet and a member must be absent. Terms are one year and may be served consecutively. The Chapter Advisor is an ex officio, non-voting, sixth member of the Faculty Council and facilitates all

meetings of the council. No principal or assistant principal may sit on the council. The Council must meet at least once a year to review the procedures of the chapter, select members, and consider non-selection, dismissal and other disciplinary actions, and warning cases. The Council will develop and revise when necessary the procedures and guidelines contained in these Bylaws. If a faculty member serving on the Faculty Council is a parent/step-parent/guardian of a student who becomes eligible for candidacy, this parent will abstain (and be absent from) any deliberation regarding the status of his/her child and will not have a vote. In the event of a tie, the student is determined to be selected.

Section 4. Nondiscrimination: Our chapter of the 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 a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate or honorary members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

### Section 4. Eligibility

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. Candidates must have been in attendance at the school the equivalent of one semester.
- c. The scholastic standard for eligibility as a candidate is a cumulative scholastic grade point average of 3.0 (on a 4.0 scale).
- d. Upon meeting the grade level, enrollment, and GPA requirement, candidates shall then be invited to apply for selection.
- e. To satisfy the criteria for service, the student must demonstrate that he or she is currently involved in service and include this information on his/her application. He/she must be a current member of the Annapolis Christian Academy Octagon Service Club. In addition, he/she must demonstrate current participation in a community service project. There are two ways this may be demonstrated: 1. The student must have participated in at least one off-campus service project coordinated by the Annapolis Christian Academy Octagon Service Club during the semester preceding the selection process. OR 2. The student must be involved in an organized off-campus service project, e.g., working toward an Eagle Scout award or volunteering at a nursing home or hospital, and show documentation of at least 4 hours of participation in this project during the semester preceding the selection process.
- f. A student who submits his/her application will then be considered by the Faculty Council for selection; this Council will base its decision on documentation of service as well as character and leadership.

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

Section 1. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. In case of a tie, the student is selected. Prior to notification of any candidates, the Chapter Adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 2. The selection of active member shall be held once a year during the first month of the second semester.

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

- a. Student's academic records shall be reviewed to determine scholastic eligibility.
- b. All students who meet the scholastic qualification shall be notified and asked to complete and submit the Candidate's Form for further consideration. A deadline of one week later will be put in place.
- c. The Faculty Council shall review the academic records, the service documentation on the Candidate Form, and other relevant information to determine which candidates fully meet the selection criteria for membership.

Section 4. Candidates selected for membership shall be invited in writing to an induction ceremony.

Section 5. Candidates become members when inducted at a special ceremony to be held within a month of said notification. If a student is absent for the induction ceremony, he/she will be recognized as a member at the first regular chapter meeting he/she can attend.

Section 6. An active member of the National Honor Society who transfers from this school will be give 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 student will go through the earliest possible induction ceremony, if one will occur before the student graduates. Such students must maintain the requirements for this chapter to retain his/her membership.

## **Article VI: Obligations of Members**

Section 1. Annual dues for this chapter shall be \$10.00, payable within 30 days of induction.

Section 2. Each member of this chapter who is in good standing with regard to membership standards and member obligation shall be granted the privilege to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns or is dismissed may not wear the emblem.

Section 4. Seniors who are members in good standing shall be granted the privilege of wearing honor cords at graduation.

Section 5. Members must attend meetings unless a written excuse from a parent or guardian is provided.

Section 6. Members must maintain the standards of scholarship, leadership, character and service that defined his/her eligibility. See Article X: Discipline and Dismissal.

Section 7: Members of this chapter must also choose and participate in an individual service project (ISP) that reflects his/her particular talents and interests. This is in addition to projects with the Service Club or chapter projects to which all members contribute. The Chapter Advisor will oversee this component, helping students plan and keep a record of his/her ISP. This ISP will require a minimum of 4 hours of documented service per semester. (NHS Constitution Article XIV, Section 4)

## **Article VII: Officers**

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

Section 2. Student officers shall be nominated at the second regularly scheduled meeting of the second semester. All members who will return to ACA in the Fall Semester may be nominated. All members in good standing who attend this meeting may make nominations. A member may not nominate himself/herself.

Section 3. Student officers shall be elected at the last regularly scheduled meeting of each school year. All members in good standing who attend an election meeting may vote.

Section 4. Voting shall be by secret ballot with a majority vote necessary to elect any officer. 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 5. There will be no campaigning for any office.

Section 6. It shall be the duty of the president to preside at the meetings of the chapter and to serve as the official representative of the chapter at school and community functions. If a committee needs to be appointed for some specific task, the president will appoint members.

Section 7. The vice president shall preside in the absence of the president and shall also keep a record of the students' service hours/projects/contributions.

Section 8. Secretary/treasurer shall keep the minutes and attendance of meetings, handle official correspondence, and keep records of dues and any other financial transactions.

Section 9. Officers and the Chapter Advisor shall be known as the Executive Committee which shall set annual goals and have general charge of the meetings and business of the chapter. Any action by the Executive Committee is subject to review by the chapter members.

Section 10. If an officer does not perform his/her duties properly, the Faculty Council may issue a written warning and then if within a reasonable time if the situation has not improved may consider further action, including removal from office.

Section 11. If an officer is removed from office, dismissed from the chapter, resigns, or moves, the offices will be filled in this manner: the vice-president becomes president; the secretary-treasurer becomes vice-president; the Executive Committee will appoint a secretary-treasurer.

Section 12. In the event that for whatever reason after the induction ceremony there are not officers filling an office (e.g., after the first induction at the inception of the Chapter), and/or Section 11 above cannot

address a specific situation, a special election meeting may be called at which the officer/s is/are nominated and elected in the same meeting.

## **Article VIII: Meetings**

Section 1. Regular meetings of this chapter will take place once a month in at least three months per semester; special meetings can be called by the president with approval of the advisor and with one day's notice given to the membership.

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

Section 3. Members are expected to attend all chapter meetings. A member who misses one meeting without legitimate excuse will be considered as not maintaining the standards of dependability and trustworthiness expected and the Faculty Council will consider disciplinary measures.

## **Article IX: Activities**

Section 1. The chapter shall determine one or more service projects for each year; these may or may not be in conjunction with the Service Club. If it is in conjunction, said project will fulfill both the requirement for membership in the Service Club and for good standing as a member in this chapter. These projects may include members of the Annapolis Christian Academy's Schools of Logic and or Rhetoric who are not member of this NHS chapter.

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 faculty, be appropriate and educationally defensible, and be well-planned, organized and executed.

Section 4. Members of this chapter must also choose and participate in an individual service project (ISP) that reflects his/her particular talents and interests. This is in addition to the Service Club or chapter projects to which all members contribute. The Chapter Advisor will oversee this component, helping students plan and keep a record of his/her ISP. This ISP will require a minimum of 4 hours of documented service per semester. (NHS Constitution Article XIV, Section 4)

Section 5. The chapter shall publicize and promote its projects in a timely and positive manner.

## **Article X: Discipline and Dismissal**

Section 1. Any member who falls below the standards of scholarship, service, character, or leadership may be considered for discipline or dismissal from this chapter. A member is expected to attend all chapter functions and meetings, maintain his/her academic standing, meet the minimum requirements of service as outlined in this document, exhibit Christian character, and take an active role in leadership in his/her school and community.

Section 2. If a member's cumulative GPA (calculated at the end of each semester) falls below 3.0, he/she will be given a written warning and a reasonable time period for improvement. If the GPA 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 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of the members. Any infraction that results in suspension or expulsion will automatically result in immediate consideration of dismissal. Notification will be given before the Faculty Council meets to consider dismissal.

Section 4. Offenders of the school conduct code will receive written warning notification. A conference may be requested by either party. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 6. In all cases of consideration of dismissal:

- a. The member will receive written notification from the advisor/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity 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. 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 parent(s)/guardian(s).
- d. The Faculty Council's decision may be appealed to the principal; a principal's decision may be appealed to the Headmaster; a Headmaster's decision may be appealed to the School Board.
- e. A member who is dismissed or resigns may never again be considered for membership in the NHS.

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 majority affirmative vote of the Faculty Council and the approval of the principal.

Section 2. These bylaws shall be reviewed yearly and if necessary revised.

## **Article XI: Amendments**

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. Only the Faculty Council may

propose and vote on any amendments affecting the Articles on Selection (Article V) and Discipline and Dismissal (Article X).

Approved and ratified by Faculty Council on August 28, 2013

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Approved by Principal Stephen Taylor on August 28, 2013