

BYLAWS FOR THE PORTAGE CHRISTIAN SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY

Article I: Name

Section 1. This organization is a chapter of the National Honor Society of secondary schools (NHS).

Section 2. The name of this chapter shall be Soli Deo Gloria (glory to God alone). This is prompted by I Corinthians 10:31, "Whether, then, you eat or drink or whatever you do, do all to the glory of God."

Section 3. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1437, a 501(c) (3) not-for-profit association.

Article II: Purpose

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote godly leadership, and to encourage the development of Christ-like character of the students of Portage Christian School.

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.

Section 2. The Chapter Co-Advisers are given the authority to supervise the administration of the chapter's activities, as delegated by the high school principal in conjunction with superintendent of Portage Christian School. The Chapter Co-Advisers maintain all records of the chapter and completes the annual survey required by the national office. They regularly review each member's compliance with the standards and obligations of the chapter and helps the officers carry out their duties. They are an ex officio, non-voting, sixth and seventh member of the Faculty Council and facilitate all meetings of the council. They oversee the planning and record-keeping for members' individual service projects.

- Section 3. The principal annually appoints the Faculty Council and the Chapter Co-Advisers. 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.
- Section 4. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. Alternate member(s) will also be appointed whose duty will be to serve when a full Faculty Council as required to meet and a member must be absent. No principal or assistant principal may sit on the council. The Council will 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.
- Section 5. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.
- Section 6. The faculty council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Section 7. The faculty council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national constitution and NHS policies.
- Section 8. Nondiscrimination: Our chapter of the NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and selection, discipline, and dismissal of members.
- Section 9. The chapter co-advisers shall help the chapter officers understand and carry out their duties.

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 alumni. Active members shall become alumni members at graduation. Honorary membership may be awarded to

students who warrant special consideration – including those who receive accommodations for a disability, or foreign exchange students – in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The faculty council may also award honorary membership to adults such as teachers, principals, etc. Honorary members will be mentioned at the induction ceremony but will not participate in it. Honorary and alumni members shall have no voice or vote in chapter affairs and cannot hold an office.

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. To be eligible for selection, students may not have had a serious breach of the PCS student handbook during the previous year, i.e. suspensions.
- e. Upon meeting the grade level, enrollment, disciplinary requirements, and GPA requirement, candidates shall then be invited to apply for selection.
- f. 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 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 Portage Christian School during the year preceding the selection process OR 2. The student must be involved in an organized off-campus service and show documentation of at least 4 hours of participation in this project during the year preceding the selection process.
- g. 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.

Section 5. Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

Section 6. An NHS member who transfers from another school and brings a letter from the principal or chapter adviser to PCS co-advisers shall be accepted automatically as a member in the PCS chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7. Member who resign or are dismissed are never again eligible for membership or its benefits.

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 each member shall be held once a year during the third month of the first semester. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of NHS.

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. 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.

Section 6. 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 7. 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. Any new student transferring to Portage Christian School after the selection and induction process is completed must wait for the next selection process before joining and may be asked for a reference from their previous school.

Section 8. 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 \$20.00, 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 there is a reason that is deemed legitimate by the principal. Members may be asked for documentation.

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 within Portage Christian School or chapter projects to which all members contribute. The Chapter Co-Advisers 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, historian, and parliamentarian.

Section 2. Student officers shall be nominated at a regularly scheduled meeting at the beginning of the school year. All members who return to PCS 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. A special election may be held in case of exceptional circumstances.

Section 3. 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. New officers shall be installed at a special ceremony.

Section 7. 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 8. The vice president shall preside in the absence of the president and shall also help the co-advisers to keep a record of the students' service hours/projects/contributions.

Section 9. The secretary shall keep the minutes and attendance of the meetings and handle official correspondence.

Section 10. The treasurer shall keep records of dues and any other financial transactions.

Section 11. The historian will collect and preserve information that provides a clear and concise record of all chapter activities for the year.

Section 11. The role of the parliamentarian is to ensure that meetings are orderly and civil, and to help the chapter operate according to its constitution and bylaws.

The main function of the parliamentarian is to advise the president or chairperson on procedure during meetings. The parliamentarian does not rule members out of order. Neither should he or she call for votes—that is the job of the president. If a parliamentarian notices a violation in procedure, he or she should quietly tell the president, and then the president may rule from the chair.

The parliamentarian is expected to:

- Act as the keeper of the constitution and bylaws and be familiar with their contents
- Be knowledgeable about meeting procedures
- Offer procedural opinions when asked to do so by the president or chairperson
- Know nearly everything about every meeting
- Chair the constitution/bylaws revision committee, if the need arises.

Section 12. Officers, the Chapter Co-Advisors, and the principal 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 13. If an officer does not perform his/her duties properly, the Faculty Council may issue a written warning and if the situation has not improved by the next scheduled meeting, the Faculty Council may consider further action, including removal from office.

Section 14. 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 15. 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 every other week; 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 (see Article VI, Section 5) 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.

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 church, 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 Portage Christian School projects or chapter projects to which all members contribute. The Chapter Co-Advisors 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 (nine weeks), 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 a 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 Superintendent; a Superintendent'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. 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 September 15, 2020.

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Deb Gould
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Approved by Sharon Santiago, September 15, 2020.