

GUARDIAN CHRISTIAN ACADEMY

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Chapter Bylaws of the Knights Chapter of the National Honor Society

Scholarship, Character, Leadership, Service

Adopted: [September 4, 2018](#)

Article I: Name

The name of this chapter shall be the Knights Chapter of the National Honor Society.

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 Guardian Christian Academy.

Article III: Powers

Section 1.

This chapter operates under the direction of and in compliance with the NHS National Constitution. See <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.

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- ii. Students may not transfer external community service hours into NHS hours - NHS hours are in addition to their normally expected community service hours in Bible.
- iii. All hours must be signed off and witnessed by a supervising adult. The chapter adviser is permitted to follow up on any questionable submissions. Pending discussion with the Faculty Council, chapter adviser, and principal, a student may be dismissed from NHS service if found to be lacking integrity in the report of community service hours.

Article VIII: Officers

Section 1.

The officers of the chapter shall be president, vice president, and secretary.

Section 2.

The final meetings of the year will focus on the next induction ceremony and the up-coming election of officers. Student officers shall be elected at the final 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 may also nominate an eligible member as a candidate for office if there are no members voluntarily running. The position of vice-president from the previous year is expected to fill the role of president in the subsequent year. As such, the position of the new vice-president can only be selected from the junior or sophomore class members. Other positions can be from any class. At this second meeting, all officer candidates must give a speech communicating his or her qualifications, plans, and goals intended for the desired position. The past vice-president will be promoted to president for the current year.

Section 3.

Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of 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.

Officer duties:

- i. President - The chapter president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter. The chapter president must know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgement, have energy, be able to work with many different people and personalities, and have a good relationship with chapter, faculty, and student body. The president is the point-person and face of the organization at our school, and leads all meetings of the National Honor Society.

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- ii. Vice President - The vice president's primary role is to serve as the official replacement for the president should the president fail to function or be unable to fulfill his or her responsibilities. The vice president, more than any other officer, has the opportunity to be creative in the position beyond the primary job description. The vice president is the president's closest student adviser and assistant. The vice president and president must work very closely together to create a productive Honor Society. While the president serves as the public face of the organization, the vice president serves as the behind-the-scenes person who plans, organizes, schedules, and oversees to make sure the chapter work is done. To be successful in this role, a vice president must know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgement, have energy, be able to work with many different people and personalities, and have a good relationship with the president, chapter, faculty, and student body.

- iii. Secretary - The secretary's primary responsibility is to keep the official records of chapter business, take the minutes at every NHS meeting, and serve as the official correspondent for the chapter. The historical memory of the Honor Society on our campus depends on the quality of the secretary's performance. The job requires accuracy, neatness, and completeness. The secretary is expected to be the keeper of the records and the designer of the agenda, be organized, know nearly everything about every meeting, be alert to the calendar and progress of committees, be knowledgeable about meeting procedures, and spend time planning and organizing our chapter's work.

Section 5.

Officers and the NHS Adviser 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. Any action by the executive committee is subject to the review of the chapter members.

Article IX: Meetings

Section 1.

Regular meetings of this chapter will be held, at minimum, of once per quarter. Special and additional meetings can be called by the president with approval of the chapter adviser.

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.

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Article X: Discipline and Dismissal of Members

Section 1.

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

Section 2.

If a member's cumulative grade point average falls below the standard in effect when he or she was selected, he or she will not receive recognition for outstanding academics or for consecutive NHS eligibility. However, if he or she completes all required community service, he or she will still be permitted to graduate with NHS recognition. If a member's cumulative grade point average falls grossly below academic standing for NHS, further disciplinary actions or dismissal, may occur at the discretion of the chapter adviser and faculty council.

Section 3.

Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. 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, 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 the faculty council, student, or parent. If the member continues to be in 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:

- i. The member will receive written notification from the adviser indicating the reason for consideration of dismissal.
- ii. The member will be given the opportunity to respond to the charge against him or her via a written statement addressed to the chapter adviser and faculty council. The faculty council will then vote on whether to dismiss the student. A majority vote of the faculty council is needed to dismiss any member.

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Article XI: Approval and Review

Section 1.

These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the Guardian Christian Academy 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 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. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on [June 20, 2019](#) ([May 24, 2019](#))

Names of the Chapter President, Secretary, Adviser, and Principal.

Secondary Principal – [Mrs. Cathy Danko](#)

NHS Chapter Adviser – [Mrs. Lisa Burton](#)

NHS Chapter President - [Noor Shah](#)

NHS Chapter Vice-President - [Haley Ferrell](#)

NHS Chapter Secretary - [Savannah Smith](#)

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- iii. 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 certificates, emblems, and awards to the NHS adviser.
- iv. 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.

Appendix A: Important Dates

Spring Semester

March 30, 2023	Faculty/Staff Input forms collected
March 31, 2023	Student applications to NHS emailed to eligible candidates
April 13, 2023	All <u>applications for membership due</u> to Mrs. Burton
April 13-19 2023	All applicants and current membership reviewed by faculty council
April 21, 2023	Student informed of status of NHS membership
May 8, 2023	NHS Induction Chapel Ceremony
May 19, 2023	All National Honor Society individual service hour forms due for students who wish to continue in NHS next year
May 22, 2023	NHS Officers elected for the year

Summer Break

Begin to work on high school Bible and/or NHS community service requirements for the next school year and develop chapter project proposals.

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NHS Bylaws, revision 8.22.22

National Honor Society

Knights Chapter Application for Membership

Student Name: _____

DUE: [April 13, 2023](#)

Cumulative GPA: _____

Completed Community Service Hours: _____

Please provide typed, full-paragraph responses to the following questions and submit your responses attached to this application:

1. Why do you wish to join National Honor Society?
2. What **character** traits do you exemplify to be worthy of induction? Please provide specific examples.
3. What **leadership** qualities do you exemplify to be worthy of induction? Please provide specific examples.
4. What outstanding **service** have you performed? How has this made an impact on your community? How has this made an impact on you?
5. If granted membership, what contributions to the organization will you make? What acts of service will you provide, plan, and perform?

Please read the following in its entirety. By signing and submitting this application to your NHS chapter adviser, you agree that you understand and are willing to complete all responsibilities outlined below, and have read and agree to all information within the NHS Chapter Bylaws.

I understand and commit to fulfilling the following requirements to maintain membership each year in the Knights Chapter of the National Honor Society:

- maintain a 3.5 grade point average
- 10 additional community service hours per year

I understand if I do not fulfill these following requirements, I will not be permitted to walk with National Honor Society recognition at graduation.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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