

Chapter Bylaws
Of the
La Joya High School Chapter
Of the
National Honor Society
Adopted: May 11, 2017

ARTICLE I: NAME

The name of this chapter shall be the LA JOYA HIGH SCHOOL CHAPTER of the National Honor Society of LA JOYA 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 students of LA JOYA HIGH SCHOOL.

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. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association by paying annual dues and participating in state functions when possible.

Section 3. The chapter advisers are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Non-discrimination. 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, sex (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 graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, or junior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at La Joya High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative average of core subject classes = 90, with no failing grades in any class.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of 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 advisers shall be non-voting, ex-officio member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year.

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 to complete and submit the Candidate's Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisers.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony in the spring.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter 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 \$15. Dues will be payable to the chapter within 30 days of the new school year.

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 (shirt, certificate and membership card) to the chapter.

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

Section 5. Chapter members shall meet all requirements of ARTICLES VIII & IX.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretaries, treasurer, historian, parliamentarian and student council representative.

Section 2. Student officers shall be elected at the last meeting of each school year by returning N.H.S. members. 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. 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. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The vice-president shall preside in the absence of the president

Section 6. The secretaries shall keep the minutes and attendance records for meetings and be responsible for all official correspondence and shall also keep a record of members' contributions to leadership and service.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter

Section 8. The parliamentarian keeps order and makes sure meetings are run accordingly.

Section 9. The historian submits articles of N.H.S. activities to school and city newspapers and keeps a digital scrapbook for the induction ceremony at the end of the school year.

Section 10. Student Council representative represents N.H.S. in Student Council or other activities.

Section 11. Officers and the faculty advisers 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

Section 1. Regular meetings of this chapter shall be determined in August of each new school year. Special meetings can be called by the president with approval of the adviser.

Section 2. Members are expected to attend all chapter meetings. If a member is unable to attend a meeting, an explanation of the absence shall be written and submitted to chapter secretaries within 48 hours of the meeting missed. If no notice is received, the absence shall be considered unexcused. Absence notices shall be filed in the members records. **(Members must not fall below 90 percent attendance total, (excluding school related or total day absences). Failure to do so will lead to a referral to the faculty council.)**

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall organize “Helping Hands of Hope”. This is our main local community service project, and is a mandatory service for all members.

Section 2. All members shall participate in our two fundraising projects. One in each semester.

Section 3. It is required that all members of this chapter earn a minimum of 15 hours each semester (fall and spring). These hours must be from at least 3 different sources. Members must follow the guidelines set forth in the “Service Hour Guidelines for La Joya NHS” found on pages 6-7. **(Members shall meet the guidelines or they will be referred to the faculty council.)**

Section 4. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the La Joya High School 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 grade point average falls below the standard in effect when he/she was selected (*90 average*), he /she will be given a written warning and a reasonable time period for improvement. Any member receiving an 85 or lower grade must complete a **tutoring log, with teacher’s signatures**, and present it at the next grading period. If the cumulative grade point average remains below standard at the end of the 3 weeks warning period, the student will be subject to further disciplinary action by the Faculty Council that may include consideration of dismissal from the chapter. **Any failing grade will receive an automatic referral to the faculty council.**

Section 3. Copy of report card should be brought to the next meeting immediately after issued to insure that the member is keeping up to the N.H.S. standards. Attendance reports will be required every 9 weeks. If the member fails to present the report card, or attendance report at the end of the meeting, it will be understood that he/she is not maintaining acceptable standards and will receive a warning. School attendance should meet the state 90% guidelines.

Section 4. 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 or any offense deemed unacceptable by the La Joya ISD Student Code of Conduct.

Section 5. 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 6. 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 7. 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 (certificate, shirts, ID cards).
- 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 8. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 9. Lack of participation, failure to attend meetings, lack of punctuality or, not wearing N.H.S. attire, shall be automatic warnings. After **three** warnings, member will be sent to the Faculty Council before any further action is taken.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws were **approved** by a two-thirds affirmative vote of all active members of the chapter, a 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.

Service Hour Guidelines for La Joya NHS

What are the service guidelines for members in the National Honor Society?

It is required that members of the LJHS chapter of the NHS earn a minimum 15 hours in the fall semester and 15 hours in the spring semester to maintain their membership status. **The total hours must be from at least 3 different sources.** Helping Hands of Hope project which is a required service project for all members will be used for the December hours.

Members are still required to take part in our fundraising projects to provide for our fall service project and to raise funds for our scholarships in the spring. Those activities do not count as service hours.

When making up hours, remember that signatures of **supervisors** are required for verification of your service.

A great place to start your search is online at www.volunteersotx.org. This has a list of service opportunities throughout the valley and gives a short description of the project.

What does the National Honor Society count as volunteer service?

Service hours are the amount of time a student is involved in activities for which he or she receives no compensation. The student participates in these activities as a volunteer and with a “positive, courteous, and enthusiastic spirit.” Compensation does not only mean a monetary reward. Service hours that are performed in order to receive or boost a class grade **may not** be used as part of student service hours.

The National Honor Society requires students to volunteer for organizations that rely heavily on volunteers for its success. We encourage students to choose non-profit organizations that they are interested in and have a passion for. **ALL HOURS MUST BE EARNED AND SUPERVISED BY THE ORGANIZATION or ACTIVITY COORDINATOR.** Also, the coordinator must sign the service form to verify the hours. Record of hours will be turned in during December and again in April. Seniors must complete their spring hours before they will be presented with their graduation stoles.

These hours will count toward the requirements:

- Volunteering for a non-profit organization such as March of Dimes, the Humane Society, Habitat for Humanity, Red Cross, United Way, American Cancer Society, Special Olympics, and others.
- Church and youth group activities that benefit the community – for example, your youth group helps with a Special Olympics bowling tournament.
- Hours spent **coaching** youth sport teams. Your name must be listed as the coach of record.
- Acting as a judge for elementary UIL events. No payment may be accepted.
- Club activities that perform services for a community organization – for example, working with the Leo Club, Boy or Girl Scouts, etc. to clean up a city park.
- Candy striper at a hospital/nursing home.

These hours will not count towards the requirements:

- Managing or being on an athletic team, chorus, band, dance team, or theater group does not meet the definition of service to the community.
- Helping family, friends or neighbors. (Chores, shoveling, cutting the lawn, running errands). It is your obligation as a friend or family member to help out.
- A contribution such as gowns, books, soda tabs, coats, food, and toiletries. There is one exception, blood for the American Red Cross (three hours).

- Club meetings/activities and Band, Choir, Dance or Theater performances.
- Church or youth group activities – Going on a hay ride, giving out candy, camping with your youth group does not count. Having a car wash with your youth group to raise money for Special Olympics does count.
- Fundraising for clubs or organizations. For example (car washes, cookie sales, bake sales). Fundraising will only count as service hours if you organize and lead the activity to directly address identified community service needs/groups as defined above.
- Working concession stands or participating in parades.
- Activities that take place during a normal worship service such as ushering, participation in choir, or playing music for a service. It is your obligation to be a good church member and help if needed.

Limitations on Community Service Hours:

- In all cases, volunteers receive a maximum of 8 hours credit for any 24-hour period of service, and a maximum of 45 hours credit for any 7-day period.
- Do not wait until the last month to earn your hours. Many organizations have events all year long.
- If you have an activity or event that is not listed on this form, you **MUST** ask an advisor if those hours will count.



We have received a copy of the La Joya High School National Honor Society By-laws. We have read, understand and agree with the honor and expectations of being a member of the National Honor Society. We understand the consequences for failure to uphold the standards expected of a member concerning scholarship, service, leadership, and character. We understand that the advisors will contact a member who is in violation of the by-laws. If no improvement is made in the specified time, we understand that disciplinary measures will be taken, including possible dismissal.

Student Name

Date

Student Signature

Parent Signature