

**LOYOLA CATHOLIC HIGH SCHOOL
NATIONAL HONOR SOCIETY
BY-LAWS**

Definitions:

1. National Honor Society: The National Honor Society is an organization which operates under the auspices of the National Association of Secondary School Principals (NASSP).
2. National Council: A board consisting of seven members, appointed by the NASSP Board of Directors, in which is vested control of the National Honor Society.
3. Constitution of the National Honor Society: Contains standards of the National Honor Society membership.
4. Local Chapter: Any secondary school which has a chapter from the National Council.
5. Chapter Advisor: Responsible for direct day-to-day supervision of the chapter and for liaison between faculty, administration, students, and community. Chapter advisors are not voting members of the Faculty Council.
6. Faculty Council: Five voting members appointed annually by the principal to select members, to consider dismissal, non-selection and warning cases. The identity of Faculty Council members is confidential.
7. Member: A candidate who has been inducted at a special ceremony.
8. Principal: The principal has the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members. The principal cannot serve as chapter advisor and is not a member of the voting Faculty Council, nor should the principal be included in the meetings of the Faculty Council, so as to not compromise his/her objectivity in hearing an appeal. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. The principal appoints and works closely with the chapter advisor and the Faculty Council to develop and follow fair selection and dismissal procedures consistent with the Constitution. In short, the principal must recognize the importance of the National Honor Society, be thoroughly familiar with the Handbook, and remain aware of the activities and procedures of the Schools Chapter.

**ARTICLE I
NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Loyola Catholic High School Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the national secretary.

Section 2. The purpose of the Loyola Catholic High School Chapter of the National Honor Society shall be to encourage the members to use their God-given talents in creating an enthusiasm for scholarship, stimulating a desire to render service, promoting worthy leadership, and strengthening the development of character in students of Loyola Catholic High School.

ARTICLE II 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. The graduate and honorary members have no vote.

Section 3. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Loyola Catholic High School

Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.4 (out of 4.0; unweighted grade point average.) This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered based on their service, leadership and character.

ARTICLE III SELECTION OF MEMBERS

Section 1. The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. At least four faculty members shall be requested to comment on candidates determined to be scholastically eligible.
- c. The faculty comments shall be reviewed by the Faculty Council.

Timeline

Spring – Junior and Senior Eligibility

1. March Faculty Meeting – Staff fills out Student Ratings sheet on students who have qualified scholastically for acceptance.
2. 2nd week of March – Faculty Council meets to vote on candidates.
3. 2nd week of March – Accepted students are notified.
4. April – Induction ceremony
5. June – Scholastically qualified sophomores will be notified of their possibility of

acceptance into the National Honor Society in the next school year.

Students not accepted for membership in the National Honor Society may appeal the decision in writing to the principal.

6. 4th week of March – Appeals are voted on.
7. April – Induction Ceremony

A similar timeline will be used for the Fall – Senior Eligibility

Note: As student shall attend the induction ceremony in order to become a member of the National Honor Society.

Leadership

The student who exercises leadership:

Is resourceful in proposing new problems, applying principles, and making suggestions.

Promotes school activities.

Exercises influence on peers in upholding school ideals.

Contributes ideas that improve the civic life of the school.

Delegates responsibilities.

Exemplifies positive attitudes.

Inspires positive behavior in others.

Demonstrates initiative.

Is thoroughly dependable in any responsibility accepted.

Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively.

Demonstrates leadership in the classroom, at work, and in school activities.

Scoring Guide:

4 - Demonstrates 9-10 of the above characteristics.

3 - Demonstrates 7-8 of the above characteristics.

2 - Demonstrates 4-6 of the above characteristics.

1 – Demonstrates 1-3 of the above characteristics.

Scoring Guide for determining student involvement in an activity.

4 - Attended almost all meetings/practices, was a very active participant during meetings/practices and attended all scheduled events of the organization.

3 - Regularly attended meetings/practices, was an active participant during meetings/practices and attended most scheduled events of the organization.

2 - Sporadically attended meetings/practices, was a passive participant during meetings/practices and attended a few of the scheduled events of the organization.

1 - Rarely attended meetings/practices, was rarely a participant during meetings/practices and rarely attended any of the scheduled events of the organization.

Character

The student of character:

Takes criticism and accepts recommendations graciously.

Exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability). Upholds principles of morality and ethics.

Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

Demonstrates the highest standards of honesty and reliability.

Shows courtesy, concern, and respect for others.

Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.

Has powers of concentration and sustained attention as shown by perseverance and application to studies.

Manifests truthfulness by avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

Actively helps to rid the school of bad influences.

Scoring Guide:

4 - Demonstrates 9-10 of the above characteristics.

3 - Demonstrates 7-8 of the above characteristics.

2 - Demonstrates 4-6 of the above characteristics.

1 - Demonstrates 1-3 of the above characteristics.

Service

The student who serves:

Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

Works well with others and is willing to take on difficult or inconspicuous responsibilities.

Cheerfully and enthusiastically renders any requested service to the school.

Is willing to represent the class or school in inter-class and inter-scholastic competition.

Does committee and staff work without complaint .

Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged.

Mentors persons in the community or students at other schools . Shows courtesy by assisting visitors, teachers, and students.

4 - Demonstrates 6-7 of the above characteristics.

3 - Demonstrates 5-4 of the above characteristics.

2 - Demonstrates 4-3 of the above characteristics.

1 - Demonstrates 1-2 of the above characteristics.

Section 3. The selection of active members shall be held twice a year during the first quarter and the third quarter of the school year.

Section 4. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his /her membership and signed by the Principal.

Section 5. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. This transfer member will attain, within a reasonable time set by the Faculty Council, and then maintain the membership requirements for this chapter in order to retain his/her membership. In a case where the cumulative GP A standard is higher, the transferee may be granted membership and given a reasonable amount of time to raise the GPA to the new standard, OR membership in the new chapter will be bestowed once the student demonstrates the higher, new GPA.

ARTICLE IV DISMISSAL

Disciplining members: A National Honor Society member is expected to maintain the high standards of scholarship, leadership, character and service. The principal and/or the faculty council will use discipline procedures to reeducate members so they can uphold the high standards of the organization. **This includes all school rules.** The discipline procedures will include but are not limited to the following:

1. Warning: A student and his or her parents may be given a written warning describing the nature of the violation and its possible consequences.
2. Probation: A member may be put on probation for a period of time. The student and his or her parents will receive a written notice describing the nature of the violation, the time period given for improvement, and the possible consequences for non-improvement.
3. Dismissal: Members should understand fully that they are liable for dismissal in the case of a flagrant violation of school rules or civil laws. A warning is not necessarily required for dismissal. An example of a civil violation that will lead to dismissal is Alcohol Possession/Consumption. A member who has been dismissed or who resigns may never again be a National Honor Society member.

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Loyola Catholic High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school, church, and community.

Section 2. If a member's cumulative grade point average falls below the standard maintenance level (3.2), he/she will be given written warning and a time period for improvement. If the cumulative grade point average remains below 3.2 at the end of the warning period the student may be dismissed from the chapter.

Section 3. Violation of criminal law or LCHS school regulations (as printed in the LCHS Student Handbook) may result in 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 or school-related activities. These are serious violations and may not involve a written warning before dismissal. Article IV, Section

5 then applies.

Section 4. Offenders of the school conduct code as reflected by the spirit of the Christian guidelines in the student handbook will receive written warning notification. These offenses include, but are not limited to: use of profanity, failure to comply, unexcused absences, excessive tardiness, failure to follow the dress code, etc. In this case, either the Faculty Council or student/parent may request a conference. If the member is involved in another violation of the school conduct code, the member may be dismissed. Article *IV*, Section 5 then applies.

Section 5. In the case of pending dismissal:

- a. The member will receive written notification of the reason for possible dismissal from the advisor/Faculty Council. The member and advisor will discuss the written notification in a conference.
- b. The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss.
- c. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the advisor.
- d. The member may appeal the Faculty Council's decision to the Principal.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 7. In the case of a member wishing to resign his or her membership, the following must take place:

- a. A letter must be written by the student to the chapter advisor indicating intent to resign membership.
- b. This letter must be signed and dated both by the student AND his/her parent or guardian.
- c. The student must return his/her membership card and pin.
- d. The student will never again be considered for membership in any chapter of the National Honor Society.
- e. The student's name will be stricken from the membership roster and the national office will be notified.

**ARTICLE V
MEETINGS**

All members of the Loyola Chapter of the National Honor Society should attend all meetings called by the advisor.

**ARTICLE VI
SERVICE PROJECTS**

Section 1. The chapter shall recommend one or more service projects for each year.

Section 2. The chapter shall publicize its projects in a positive manner.

**ARTICLE VII
EMBLEM**

Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws or is dismissed from the chapter shall return the emblem to the chapter.