



Summit Christian Academy

Dr. J. Drew O'Neal Chapter of the National Honor Society Claude Marshall Chapter of the National Junior Honor Society Bylaws



ARTICLE I: NAME AND PURPOSE

Section 1. The name of this two-tiered chapter shall be the Dr. J. Drew O'Neal Chapter of the National Honor Society and the Claude Marshall Chapter of the National Junior Honor Society of Summit Christian Academy.

Section 2. The purpose of both chapters shall be to create an enthusiasm for scholarship, stimulate a desire to serve, promote worthy leadership, and encourage the development of character in the students of Summit Christian Academy.

ARTICLE II: MEMBERSHIP

Section 1. Membership in both chapters shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voting privileges.

Section 2. Membership in both chapters is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility for **National Honor Society**:

- a. Candidates eligible for selection to this chapter must be full-time students and in their second semester of their sophomore, or junior, or senior year.
- b. To be eligible for selection to membership in this chapter, the candidate must have completed 3 consecutive semesters as a full-time student at Summit Christian Academy or have been a member in good standing of NHS at a previous accredited high school with exceptions for active duty military dependents.
- c. Military - 1 year at Summit
- d. The candidate must show that scholarship is important by valuing school attendance. The candidate should have **12 or fewer unexcused absences and 6 or fewer unexcused tardies** in any class in the previous semester. Exceptions can be made by the selection committee in cases of extreme student, or family illness, or other extenuating circumstances.
- e. Candidates eligible for selection to the chapter **must be pursuing an Advanced Diploma** and shall have a **minimum cumulative weighted grade point average of 3.60**. 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.
- f. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- g. Community Service Hour requirements include:
 - Sophomores** (Students having completed 3 semesters): minimum of **60 hours (20 per semester)**
 - Juniors** (Students having completed 5 semesters): minimum of **100 hours (20 per semester)**
 - Seniors** (Students having completed 7 semesters): minimum of **140 hours (20 per semester)**

Eligibility for **National Junior Honor Society**:

- a. Candidates eligible for selection to this chapter must be full-time students and in their second semester of their freshman year.
- b. To be eligible for selection to membership in this chapter, the candidate must have completed 3 consecutive semesters as a full-time student at Summit Christian Academy with exceptions for active duty military dependents.
- c. Military - 1 year at Summit
- d. The candidate must show that scholarship is important by valuing school attendance. The candidate should have **12 or fewer unexcused absences and 6 or fewer unexcused tardies** in any class in the previous semester. Exceptions can be made by the selection committee in cases of extreme student, or family illness, or other extenuating circumstances.
- e. Candidates eligible for selection to the chapter shall have a **minimum cumulative weighted grade point average of 3.60**. 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.
- f. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- g. Community Service Hour requirement: minimum of **20 hours since 7th grade**



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ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to both chapters shall be determined by the NHS/NJHS Chapter Adviser, Faculty Council, and Administration after review of the candidate's application packet.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' discipline records shall be reviewed to help evaluate character and honor.
- c. Students who are eligible scholastically ("candidates") shall be notified and asked to complete the application packet. The application packet will request your current résumé (not required for NJHS), the required essay, and any additional explanations for disciplinary infractions. The selection packet will also request a recommendation form from two teachers and a personal choice of another person (i.e. Ministry Team Leader, Summit Coach, School Club Sponsor) describing the candidate's leadership and character.
- d. With the NHS/NJHS Chapter Adviser moderating and an Administrator overseeing, the Faculty Council will review and vote upon each candidate's application packet. Selection for membership will be determined during this meeting by a majority vote.

Section 3. The selection of new members shall be held once yearly, following the completion of first semester grades.

Section 4. Candidates become members at an induction ceremony. Membership dues must be paid prior to induction.

Section 5. An active member of the NHS/NJHS who transfers from this school will provide a copy of the acceptance letter indicating the status of his/her membership signed by the NHS/NJHS Chapter Adviser.

Section 6. An active member of the NHS/NJHS who transfers to this school will be accepted for membership in this chapter upon providing proof of membership. The member shall be granted one semester to provide proof of previous membership.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1. If a member's cumulative grade point average falls below **3.60**, he/she will be given a written warning and must show improvement by either the next progress report or report card period, whichever comes first. If the cumulative grade point average remains below standard at the end of the warning period, the student may be dismissed from Summit's NHS/NJHS chapter.

Section 2. Violation of the law or school regulations including attendance policy will result in probationary period of at least 1 semester or dismissal of a member. Members must read and sign agreement to abide by the School Code of Conduct.

Section 3. In all cases of pending dismissal:

- a. The member will receive written notification from NHS/NJHS Chapter Adviser indicating the reason for possible dismissal. The member and NHS/NJHS Chapter Adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member has the opportunity to present his/her defense either at hearing in person or in writing to the NHS/NJHS Chapter Adviser and Administration prior to any decision regarding dismissal (in accordance with due process identified in Article X of the National Constitution).
- c. The results will be expressed in a letter sent to the member, parents, and principal. In the event of dismissal, dismissed members must surrender his/her NHS/NJHS acceptance letter, membership certificate, and pin to the NHS/NJHS Chapter Adviser.
- d. The decision may be appealed to the SCA Board.
- 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/National Junior Honor Society.



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ARTICLE V: CHAPTER OFFICERS

Section 1. The officers of the NHS chapter shall be President, Vice President, Secretary, Treasurer, and Historian.

Section 2. To be eligible to hold one of the officer positions in NHS, students must be an active member.

Section 3. Student officers shall be selected by vote of current members at the end of the academic year for the following academic year.

Section 4. It shall be the duty of the **President** to preside at the meetings and emcee the induction ceremony in the spring.

Section 5. The **Vice President** shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The **Secretary** shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7. The **Treasurer** shall keep and report the record of chapter expenses, dues, and all other financial transactions of the chapter.

Section 8. The **Historian** shall keep a record of activities and functions that involve the NHS through pictures, journals, etc. This record should be kept and communicated to the school paper, Eagle Eye, and to Summit's Director of Admissions and Marketing.

Section 9. All officers will write and present a speech during Induction Ceremony. The President will emcee and will write a prayer to close the ceremony.

Section 10. There shall be no officers of the National Junior Honor Society chapter.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the faculty adviser(s) and the chapter officers.

Section 2. The executive committee shall 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 VII: MEETINGS

Section 1. Meetings of this chapter shall be bimonthly (at least once per semester).

Section 2. All NHS members are expected to attend all regularly-scheduled chapter meetings.

All NJHS members are expected to attend all regularly-scheduled NHS chapter meetings.

All NJHS members are not permitted to vote; they shall be represented by the proxy vote of the NHS chapter.

ARTICLE VIII: ACTIVITIES

Section 1. The NHS chapter shall determine one or more service projects for each year that incorporates the NJHS chapter.

- a community service project which could be local or world-service

Section 2. All NHS and all NJHS members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: align with the vision and mission of Summit Christian Academy, fulfill a need within the school or community to be served; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

Section 4. The NHS chapter shall publicize its projects in a positive manner to the student body and parents.



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ARTICLE IX: EMBLEM

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society and National Junior Honor Society.

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

Section 3. NHS Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole at graduation along with receiving the emblem on their diploma.

ARTICLE X: DUES

Section 1. Annual dues for the NHS chapter shall be \$20.00 and the NJHS chapter shall be \$10.00.

Section 2. Dues will be payable to the NHS/NJHS Chapter Adviser before induction.

ARTICLE XI: GOOD STANDING

Section 1. A member will be considered in good standing if his/her dues have been paid and all standards are met (Article II, Section 3).

ARTICLE XII: POWERS

Section 1. The NHS/NJHS Chapter Adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE XIII: AMENDMENTS

Section 1. These by-laws may be amended by a 2/3 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 II, III, IV (selection and discipline) and V, which are developed by the NHS/NJHS Chapter Adviser with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

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