Article I: Name and Purpose.

Section 1. The name of this chapter shall be the St. Cecilia Chapter of the National Honor Society.

Section 2. 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 the students of St. Cecilia Academy.

Article II: Membership

Section 1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. Graduate members have no vote in chapter affairs.

Section 2. There shall be no maximum number of members.

Section 3. 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, as defined in Article II, Section 4.

Section 4. Eligibility:
   a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
   b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one completed semester at St. Cecilia Academy.
   c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 93.50. This scholastic level of achievement 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.
   d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
      i. Service: In order to become a member, a candidate must have:
         a) Achieved the minimum service requirement of St. Cecilia Academy for each semester she was in attendance.
      ii. Leadership: In order to become a member, a candidate must have at least one of the following:
         a) Exercised a leadership position in an official St. Cecilia Academy club, team, organization, or class office.
         b) Have been inducted as a Student Council member.
c) Exercised a genuine leadership role within St. Cecilia Academy, which is recognized as such by the Faculty Council.

iii. Character: In order to become a member, a candidate must not have been:
   a) Placed on disciplinary probation or suspended since beginning of sophomore year.
   b) Found guilty of any honor code violation from the beginning of sophomore year.
   c) Issued no more than three detentions since the beginning of freshman year.

**Article III: Selection of Members**

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council, consisting of five faculty or staff members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. The Assistant Principal of Student Affairs shall be the seventh, non-voting, ex-officio member of the Faculty Council to provide guidance on disciplinary violations. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council’s deliberations.

Section 2. Prior to selection, the following shall occur:
   a. Students’ academic records shall be reviewed to determine scholastic eligibility. Students’ disciplinary records shall be reviewed by Assistant Principal of Student Affairs to determine character eligibility.
   b. Students who are eligible according to disciplinary and academic records (“candidates”) shall be notified and asked to complete and submit the official evaluation form provided by the chapter adviser.
   c. The Faculty Council shall review the official evaluation, service hour records and leadership positions provided by Director of Student Activities in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the second semester of the school year.

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

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of her membership and signed by the Principal.

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 her membership.

Section 7. A transfer student to St. Cecilia Academy must have all the requirements set forth in Article II, Section 4 in order to be inducted. If, however, they do not have the leadership
requirements at St. Cecilia Academy as set forth in d, ii, they must have served in at least one of
the following capacities at the school at which they were previously enrolled:
   a) Held an officer position in an official club, organization, or been a
      freshman, sophomore, junior or senior class officer
   b) Been selected as an Ambassador
   c) Served as Captain of a Varsity Athletic Team.

Section 8. Students who do not meet the criteria for selection and are not invited to be members
of National Honor Society may not appeal that decision unless there has been a procedural error
such as grade point average miscalculation. If there has been a procedural error, the student
should contact the National Honor Society adviser(s).

Article IV: Discipline and Dismissal

Section 1. A member of the National Honor Society is expected to maintain 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 92.0, she will be given a
written warning and a quarter for improvement. If the cumulative grade point average remains
below 92.0 at the end of the warning period, the member will be subject to dismissal from the
chapter.

Section 3. Members who are placed on disciplinary probation or In-School Suspension, or found
guilty of an honor code violation may be dismissed.

Section 4. In all cases pending dismissal:
   a. The member will receive written notification indicating the reason for possible dismissal
      from the adviser or Faculty Council. The member and adviser will discuss the written
      notification in a conference.
   b. The member will be given the opportunity to respond to the charge against her at a
      hearing before the Faculty Council prior to a vote on dismissal (in accordance with due
      process identified in Article X of the National Constitution). The member has the
      opportunity to present her defense either in person or in writing. 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 reviewed by the principal, and then if
      confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed
      members must surrender any membership emblems to the adviser.
   d. The Faculty Council’s decision may be appealed to the principal.
   e. When a student is dismissed or resigns, she is no longer a member and may never again
      be considered for membership in the National Honor Society.

Section 5. A member may resign from National Honor Society via a letter to the Faculty Council.
Resignation is considered permanent by the National Constitution definition.
Article V: Officers

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected before the end of the second semester. All active Junior members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. A majority vote of members present shall be necessary to elect any officer any of this chapter.
   a. Using the prepared ballot, election of officers will begin with President, Vice President, Secretary, then Treasurer.
   b. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate with the most votes will be the victor. If there is still a tie, the outgoing president will make the final decision.
   c. No candidate can hold more than one elected officer position.

Section 4. New officers take office at the last meeting of the spring semester.

Section 5. Officers shall be removed in this manner:
   a. If an officer is placed on academic probation, she cannot perform the duties of her leadership role until she comes off probation. If she is placed on academic probation for two consecutive quarters, she is removed from her leadership role.
   b. If it is believed that an officer is not fulfilling her constitutional duties, then the Assistant Principal of Student Affairs and Director of Student Activities will meet with the student and adviser, at which the grievance will be presented, with both sides having the opportunity to present a case.
   c. The Director of Student Activities and Assistant Principal of Student Affairs will decide whether or not the officer will be removed from her position.
   d. If the president is removed or resigns, the vice president will take her place as President in the interim until the next election term. All other officers will be nominated by the membership and voted on in accordance with Article V, Section 3 at the next meeting.

Article VI: Executive Committee

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

Section 2. The duties of the Executive Committee shall be as follows:
   a. The president shall have general supervision of the affairs of National Honor Society and shall preside at meetings. The president will represent the organization at conferences, conventions, and faculty or alumni meetings.
   b. The vice president shall preside in the absence of the president and shall also keep record of members’ contributions to leadership and service. The vice president will also make a
master tutoring schedule for each semester with the names of tutors, times they can tutor, and the academic areas they would like to tutor.

c. The secretary shall keep the minutes and roles of each meeting, distribute those minutes to members, and distribute the minutes and roles to advisers and the Director of Student Activities.

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

e. The adviser(s) shall meet with the officers, sign all paperwork, advise on issues of St. Cecilia policy and organization leadership, and review the yearly budget.

Article VII: Meetings

Section 1. Meetings of this chapter shall be held at minimum twice a semester.

Section 2. This chapter will use Robert’s Rules of Order in instances not covered by this constitution.

Section 3. All chapter members must attend all regularly-scheduled chapter meetings. If a student misses a meeting, she may be dismissed, pending the process outlined in Article IV, Section 4.

Article VIII: Activities

Section 1. The chapter shall determine one or more service projects for each year. One of those service projects will include tutoring for the St. Cecilia Academy students.

a. All active members will be available for at least 45 minutes per week for tutoring.

b. The vice president will make a master tutoring schedule at the beginning of each semester, which will be posted in the school. The vice president will also give a copy of this schedule to the advisers and Director of Student Activities. The secretary will maintain records of the active members fulfillment of Article VIII, Section 1, a. and will provide copies of those records to the advisers and Director of Student Activities.

c. If a student does not meet that obligation, she will be given a written warning from the adviser or Faculty Council and a month for improvement. If a member has failed to meet the requirement during the warning period, she will be subject to dismissal from the chapter, per the process outlined in Article IV, Section 4.

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 or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

Article IX: Emblem

Section 1. Chapter members who are seniors in good standing shall be granted the privilege of wearing the light blue stole at graduation.
Article X: Dues

Section 1. Annual dues for this chapter shall be an amount specified by the Faculty Council at the beginning of the academic year, not to exceed $20 annually.

Section 2. Dues shall be given to the chapter treasurer within 30 days of induction.

Article XI: Powers

Section 1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the 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 XII: Amendments

Section 1. Amendments to the constitution shall be submitted by members of this organization to the Executive Committee in writing for consideration.

Section 2. Written notification of the proposed amendment to all active members must be made by posting on lockers or providing a copy at a meeting, or posting a copy on bulletin board, at least four weeks in advance of any vote on changes to the by-laws.

Section 3. A two-thirds vote of members present shall be required for adoption.

Section 4. The exceptions are Articles II, III, and IV, which are developed by the Faculty Council with the approval of the principal.

Section 5. Amendments are subject to the approval of the principal.

Section 6. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Article XIII. Adoption

Section 1. These by-laws will take effect with the selection process of the potential NHS members of the Class of 2019.