



## **Honor Society Dorado Academy Carpe Diem Chapter Bylaws:**

### **Article I Name and Purpose**

Section I The name of this organization is the Dorado Academy Carpe Diem Chapter of the National Honor Society, which appears on the charter granted by the National Council of the National Honor Society.

Section II The purpose of the Dorado Academy Chapter of the National Honor Society shall be encourage the members to use their talents in creating an enthusiasm for scholarship, to render services, promote worthy leadership and strengthening character in the students of Dorado Academy. In armory with our school mission that strives to maintain educational commitment at the highest levels of quality and excellence, in order to contribute to the betterment of individuals, the school and the community.

### **Article II Membership**

Section I The membership in Dorado Academy Carpe Diem Chapter of the National Honor Society, is an honor bestowed upon deserving students by the faculty council and shall be based on the criteria of scholarship, services, leadership and character.

Section II To be eligible for selection to be a member of this chapter, the candidate must have been enrolled for a period of one school year at Dorado Academy.

Section III Candidates eligible for election to be members of the Dorado Academy National Honor Society Chapter, shall have a minimum cumulative grade point average of 3.50 (out of 4.00: unweighted grade point average), This scholastic level shall remain fixed, and is the required minimum level of achievement for admission to candidacy. Every year students with the GPA of 3.50 or above 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 I The final selection of members shall be by a majority vote of the Faculty Council. This Faculty Council consists of five faculty members appointed by the principal and the chapter advisor, who does not vote.

Section II Prior to the final selection, the following shall occur:

-Students shall be reviewed to determinate eligibility according to selection process.

-At least three faculty members shall be requested to verify candidate's qualifications for scholarship standard.

-The faculty comments shall be reviewed by the Faculty Council.

-The Faculty Council presents the candidates list to the Headmaster.

#### Article IV **Expectations**

A. All members must maintain the high standards of the National Junior Honor Society (NJHS) and National Honor Society (NHS) by remaining active in organizations and demonstrating positive leadership in all aspects of student and school life. Members must demonstrate "continued performance at or above the required GPA, involvement in service and leadership projects, etc." In addition, the constitution expects members to attend meetings and to perform both individual and chapter service projects during the year. Members must also comply with the requirements and regulations described in the following bylaws as well as the *Rules and Regulations* of Dorado Academy. Be advised that section 3.4.1.2 of the NJHS states that "Membership in NJHS does not automatically confer status of NHS membership upon a student arriving in high school, nor does it automatically make a student a candidate for consideration." (P.16) **Both programs, NJHS and NHS, are separate.**

#### B. Dues:

a. Even though dues are not a requisite for *membership*, the chapters may vote and agree upon the annual dues in order to support the work to be done and expenses to be made during the year. Dues will be payable to the chapter treasurer within 30 days of the vote. According to Article IV, Section 4 of the NHS Constitution and Article IV, Section 3 of the NJHS Constitution, the amount for the NJHS shall not exceed \$10 per student per year and, for the NHS, it shall not exceed \$20 per student per year.

b. Situations of noncompliance with the dues will be dealt with on a case-by-case basis, depending on the particular situation.

#### I. Officers/Executive Committee

A. The officers of the chapter shall be president, vice president, secretary, treasurer, and historian. Along with the chapter Adviser, they constitute the Executive Committee.

B. Student officers shall be elected at the last meeting of each school year or in the first month of the new school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

C. 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.

D. Duties:

a. It shall be the duty of the president to preside at the meetings for this chapter, to keep a record of items pending in the chapter's agenda, and to follow up on the work of the committees, among other leadership duties and charges assigned by the chapter and/or Adviser.

b. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

c. The secretary shall keep the minutes of meetings, be responsible for all official chapter correspondence, and keep record of the attendance of members to meetings and activities for quorum certification. The minutes will be read before each meeting to be approved by the body. At the end of the year, the secretary will turn in to the Adviser the approved minutes for official record keeping.

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

e. The historian shall keep record of the activities via pictures, video or in written form in a way that preserves the history of the chapter.

E. All Officers shall present a brief report of their duties at each Executive Committee meeting and at the chapter meeting. A final report will be presented to the chapter at the end of the school year. The final report will detail the duties performed during the year and any recommendations for the next.

F. All Officers are elected on a yearly basis. An officer can be re-elected for a second or third term. If an officer is not being responsible with his/her duties, or has incurred in a violation of the law or regulations of the school, he/she could be dismissed from the Executive Committee. If an Officer resigns or is dismissed, elections will be held as soon as possible to occupy the post for the remainder of the time left until the end of the year. The executive committee should be especially aware of the chapter's relationship to other school organizations, the administration, the faculty, and the community. Care should be taken that activities of the chapter do not duplicate or interfere with each other.

## Article V **Identification and Attendance to Meetings**

A. Members are required to use the chapters' lapel pin at all times in school and school activities since this honorable distinction identifies them as members in full. Member cards and certificates are to be carefully guarded.

- B. The motto of the National Junior Honor Society shall be *Light Is the Symbol of Truth*, the official colors shall be blue and white, and the official flower shall be the white rose.
- C. The motto of the National Honor Society shall be *Noblesse Oblige!* and the official colors shall be blue and gold.
- D. Members are required to attend to *all scheduled meetings*. **The meeting schedule will be presented and voted on at the beginning of the year.** Chapters shall conduct meetings according to *Robert's Rules of Order, Newly Revised Edition* in all points not expressly provided for in the Constitution or the chapter bylaws. For an excused absence, the member must report to the Adviser and/or Chapter Secretary. Attendance will be recorded and taken into consideration in overall membership evaluation. Repeated unexcused absences may result in penalty or dismissal from the chapter, as per Faculty Council deliberations. The “quorum rule” will be followed: no quorum rule, which indicates that no official business of the chapter—including voting—can take place unless a minimum of one more than 50% of the members are present.
- E. Members are required to attend official insular and regional organization meetings, as planned and required. These include, but are not limited to, community service activities, business meetings, and assemblies. Attendance to these official events will be recorded and taken into consideration in overall membership evaluation and convention privileges, this last one, if applicable.

## Article VI **Service**

- A. According to the Constitutions, “Each chapter shall determine one or more service projects for each year. All members shall regularly participate in these projects. 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; be well planned, organized, and executed. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. Each chapter shall publicize its projects in a positive manner” (NJHS and NHS Constitution pages 6-7).
- B. All members must comply with the required 20 hours of service per year. These include, but are not limited to, volunteering for service endeavors in both, school—tutoring, aiding in the library, aiding teachers, ushering activities, among others—and community— special community programs, civic and ecclesiastical organizations, any volunteer work/aid to nonfamily members, among others. Submit the *Service Verification Form* at the end of every month to your Society Adviser and/or Chapter Vice-President. Members who do not have evidence of service on a monthly basis will be reminded of this requirement. These are taken into consideration in overall membership evaluation. Noncompliance with the hours required may result in penalty or dismissal from the chapter, as per Faculty Council deliberations.

## Article VII **Tutoring**

Every NJHS and NHS member must be available to tutor students throughout the academic year. Each student will submit the information in the *Service Verification Form*.

## Article VIII **Committees**

### A. Expectations:

- a. Collaboration should occur between the leaders of different committees to share ideas and coordinate schedules.

### B. Committee Guidelines:

- a. All committees must complete an attendance sheet for every after-school meeting or activity requiring the chapter's participation. The Attendance sheets will then be collected by the assigned officer and points will be recorded. Attendance to these official events will be recorded and taken into consideration in overall membership evaluation.
- b. All after-school committee meetings must be held in the Adviser's room with the Adviser or Officer present. Committee Heads must notify about a meeting prior to scheduling it.
- c. The committee is expected to maintain a high level of organization and keep careful track of all documents associated with the activity.
- d. If there is a problem regarding any issue pertaining to your committee, please contact the officer responsible for overseeing your committee. In the event of a serious problem, please contact the Adviser.

## Article IX **Information and Communication**

- A. All chapter members are to keep an open communication channel with the Adviser and the Executive Committee (Officials).
- B. Any and all official information and communications will be given during chapter meetings and/or through the proper channels.
- C. Special service group activities and field trips will be planned and informed according to school procedures and guidelines. Letters and permission slips will be distributed accordingly.
- D. Press Releases regarding any and all activities pertaining the NJHS or NHS in or outside school grounds will be revised by the Executive Committee, Adviser, and School Administration prior to disclosure as these bear the name and logo of Dorado Academy, its NJHS/NHS chapters, and the NJHS/ NHS organization (*refer to logo use guidelines*).
- D. Any and all concerns pertaining the chapter or membership are to be channeled through the Executive Committee or brought to official chapter meetings. These will be evaluated and tended to accordingly. Rumors or hearsay are not acceptable forms of communication.

**Article X Disciplinary Actions**

**A. Leadership, character, and citizenship** (*last one for NJHS*): Any violation to classroom rules or to the school's *Rules and Regulations* may lead to dismissal from NJHS or NHS. Classroom behavior will be evaluated every quarter by teachers. The Faculty Council will meet to deliberate on the member's eligibility to continue being part of the organization, if necessary. A member placed on probation must demonstrate improvement for one marking period (quarter) and his/her teachers must ascertain improvement via written form.

**B. Scholarship:** Falling below the 3.50 G.P.A. will be grounds for probation for one marking period (quarter). The member is required to improve and regain the 3.50 G.P.A by the next marking period (quarter). Every effort will be made by members of NJHS/NHS to assist students in achieving the required G.P.A. The Faculty Council will meet to deliberate on the member's eligibility to continue being part of the organization, if necessary. A member placed on probation must demonstrate improvement by the next marking period (quarter) and his/her teachers must ascertain improvement via written form.

**C. Repeated offences** in any of the four (NHS) or five (NJHS) criteria may result in dismissal from the chapter, as per Faculty Council deliberations.

**D. Appeals:** All appeals to suspension or dismissal will be presented in written form to the school principal, and these will be evaluated by the Faculty Council, as per the National Junior Honor Society and National Honor Society constitutions.

**Article XI Amendments**

A. These by-laws 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 to these are in the selection process and items regarding discipline, which are developed by the Faculty Council with the approval of the principal.

B. By-laws and amendments must be consistent with the Constitutions of the National Honor Society and National Junior Honor Society.

**Please sign and return:**

I, \_\_\_\_\_, have read the above regulations, and commit to abide by them, as well as with the academic and participation requirements as declared by the National Junior Honor Society or National Honor Society Constitutions and the Carpe Diem Chapters at Dorado Academy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_