



Chapter Bylaws of the Covenant Academy Chapter  
Of the National Honor Society  
Adopted: April 10, 2017

**ARTICLE I: NAME**

The name of this chapter shall be the Covenant Academy Chapter of the National Honor Society.

**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 Covenant Academy and the National Honor Society chapter.

**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](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the Head of School.

Section 3: Final authority on all activities and decisions of the chapter resides with the Head of School.

Section 4: Nondiscrimination. Our chapter of NHS maintains Covenant Academy's nondiscrimination policies and practices. The 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 alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility

- a. Candidates eligible for nomination and selection to this chapter must be members of the Rhetoric School, also defined as a sophomore, junior, or senior.



- 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 Covenant Academy.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.3 on a 4.0 scale.
- 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 Head of School. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the equivalency of 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 and asked to complete and submit the candidate information packet and a letter of recommendation from a faculty member (may not be a voting member of the faculty council) or ministry/community leader for further consideration.
- c. The faculty of Covenant Academy shall be requested to evaluate candidates determined to be scholastically eligible on the basis of character, leadership, and service using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, a letter of recommendation, 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.

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 \$20 per year. Dues will be payable to the chapter annually by the date of the induction ceremony.

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 to the chapter.

Section 4: Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords and/or stole at graduation.

## **ARTICLE VII: OFFICERS**

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

Section 2: Student officers shall be elected at the last meeting of each school year. 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 and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep attendance records and minutes of meetings, maintain records on file, prepare and maintain the chapter calendar of meetings and events, and be responsible for all inter-chapter and official correspondence.

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

Section 8: The chaplain shall open all meetings with prayer and share a scripture of focus for the meeting.

Section 9: The historian shall serve as the reporter to the school office and yearbook by sharing photos and summaries of events for use in various publications.



Section 10: Officers and the faculty adviser 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.

Section 11: Midterm office vacancies will be filled by a specially called election meeting.

## **ARTICLE VIII: MEETINGS**

Section 1: Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

## **ARTICLE IX: ACTIVITIES**

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

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.

Section 4: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents, interests and calling and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. A record of independently completed service hours is to be submitted each year for review. Summer volunteer/service hours may be included.

Section 5: 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, service, leadership, or character may be considered for discipline or dismissal from the Covenant Academy 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 (3.3), he /she will be given a written warning and a reasonable time period



for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3: 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.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, 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 5: 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 6: 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 head of school for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the head of school and afterwards according to provisions of the school discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.**

Section 1: These bylaws will be approved upon receiving 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.

## ARTICLE XII: AMENDMENTS

These bylaws 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 are Articles V and X, which are developed by the faculty council with the approval of the Head of School (selection and discipline).

Approved on April 10, 2017:

### Signatures

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Michelle Hunt, Faculty Council

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Lori Richter, Faculty Council

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Jimmie Ryan, Faculty Council

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Madi Thorpe, Faculty Council

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Pam Walker, Faculty Council

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Tiffni Blake, Adviser

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Leslie Collins, Head of School.

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Dave Brookes, Board President