



**Chapter Bylaws**  
of the  
*Houston Adventist Academy Chapter of the  
National Honor Society*  
Adopted: August 2023

**ARTICLE I: NAME**

The name of this chapter shall be the Houston Adventist Academy Chapter of the National Honor Society of Secondary Schools.

**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 the Houston Adventist Academy 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. 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 school principal.

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

Section 4: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This 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 selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a minimum period of one quarter at Houston Adventist Academy.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 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 (and citizenship for NJHS.)

## **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 principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

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

1. Each student's academic records shall be reviewed to determine scholastic eligibility.
2. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
3. The faculty shall evaluate scholastically eligible candidates on the basis of character, leadership and service.
4. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. The selection of active members shall be held once a year during the 1<sup>st</sup> semester of the school year. The review of eligible students will take place within 2 weeks after 1<sup>st</sup> quarter grades are posted. Applications for membership and the Student Activity, Leadership and Service Profile will be distributed to the eligible students upon the completion of the academic review. The selection process will take place within the 2<sup>nd</sup> quarter. Alternative or additional selection periods may be added as designated the Faculty Council. The Induction Ceremony will be held upon the designation of the Faculty Council and in compliance with the school calendar.

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 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 his/her membership.

## ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20 dollars per member per year. Dues will be payable to the chapter within 30 days of induction.

Section 1. 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 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

## ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be at least: President, Vice President, Secretary, Treasurer, Chaplain, and Historian.

Section 2. Student officers shall be elected at the designated meeting each school year. All returning members who are in good standing with the chapter are eligible to run for a position as an officer. Students who are interested in running for office must register with the advisor for verification of eligibility during the designated time period, prior to the designated voting meeting of the year. Candidates will be nominated from the roster of eligible, registered members. All active members are eligible to vote.

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. In the event of a tie, the students shall serve as co-officers for the year.

Section 4. It shall be the duty of the president to compose the agenda for each meeting and to preside at the meetings of this chapter. The president will review the progress of the various committees. The president will also act as the official spokesperson for the society.

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 attendance and minutes of meetings, a record of all business, and all records on file. He or She shall be responsible for all interchapter and official correspondence. He/She will prepare announcements of activities for the advisor's signature. The secretary shall also prepare a calendar of activities and meetings.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. Also, the treasurer will work directly with the president of the chapter, the business office.

Section 8. The chaplain shall provide spiritual direction to the chapter by leading in prayer and sharing devotional information.

Section 9. The historian shall keep the chapter scrapbook and shall serve as reporter to the school.

Section 10. Officers and the faculty adviser(s) 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.

### **ARTICLE VIII: MEETINGS**

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

Section 2. Members are expected to attend all chapter meetings.

Section 3. Members should only miss one meeting per semester, and must have a valid, written excuse which will be collected by the chapter adviser.

### **ARTICLE IX: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects per semester.

Section 2. Each member shall participate in 2 different group service projects throughout the year. Any member who does not participate in the group service project(s) is required to make up the missed service project with half again as many additional hours within 60 days or the member will be on probation. Failure to participate in chapter service projects is grounds for dismissal.

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 and interests amd calling. The student will complete a minimum of 50 individual service hours each year, from May to April. This is in addition to the chapter projects to which all members contribute.

These projects should fulfill the requirements as described in Section 3. Service hours must not be for payment and they must not be for family. If individual service hours are incomplete at that time, the student will be put on probation (for the next school year). In addition, the student must fully complete the missing service hours plus half again as many by August 31. (These hours would NOT count toward service hours for the following year.) Students who are on probation are ineligible to serve as officer or to be honored or recognized.

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 Houston Adventist 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 – minimum of cumulative GPA of 3.50, then 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, unexcused absences, 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 principal 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 building principal and afterwards according to provisions of the school district 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: 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, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Students earn the privilege to add a NHS patch to their jackets or sweaters after one full year of membership in NHS.

**ARTICLE XII: RATIFICATION, APPROVAL, AND REVIEW**

Section 1. These by-laws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majorit affirmative vote of the faculty council, and approval by the principal.

Section 2. These by-laws shall be reviewed and if necessary, revised within two years from the date of approval noted on this document.

**ARTICLE XIII: AMENDMENTS**

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

Approved on August, 2023

**Signatures/Names** of the Chapter President, Secretary, Adviser, and Principal.

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**Chapter President**  
*(Name Here)*

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**Chapter Secretary**  
*(Name Here)*

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**Chapter Adviser**  
*(Name Here)*

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**Principal**  
*Pastor Yefferson Mercado*

