



# **HILLSBORO**

## **CHRISTIAN ACADEMY**

### Hillsboro Christian Academy National Honor Society By-laws

#### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Hillsboro Christian Academy chapter of the National Honor Society.

Section 2. The primary purpose of this chapter shall be to create 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 Hillsboro Christian Academy. We also strive to honor students who demonstrate High biblical moral and ethical standards as taught in God's word.

#### **ARTICLE II: POWERS**

Section 1. This chapter operates under the direction of and in full compliance with the national constitution of the NHS. See: [www.nhs.us/constitutions](http://www.nhs.us/constitutions)

Section 2. This chapter advisor 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 this chapter resides with the school principal. [ for reference see Article V Section 1 of the national Constitution].

Section 4. Non-discrimination. 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 National or ethnic Origins or anyone who meets the admission requirements of Hillsboro Christian Academy as well as requirements for eligibility to the National Honor Society.

#### **ARTICLE III: THE PRINCIPAL**

Section 1. The principal shall preserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a chapter advisor who may serve consecutive terms

Section 3. The principal shall be a part of the appeal process for non-selection or dismissal cases.

#### **ARTICLE IV: THE CHAPTER ADVISOR**

Section 1. The chapter advisor shall be responsible for the direct day to day supervision of the chapter and act as liaison between faculty Administration students and community.

Section 2. The chapter advisor shall appoint a faculty Council composed of members of the school's faculty.

Section 3. The chapter advisor shall regularly review each member for compliance with NHS as well as HCA standards and obligations.

Section 4. The chapter advisor shall help the chapter officers understand and carry out their duties.

Section 5. The chapter advisor will be responsible for conducting the annual installation of new members and the election of officers.

#### **ARTICLE V: THE FACULTY COUNCIL**

Section 1. The Faculty Council shall consist of no more than five faculty members appointed annually by the chapter advisor.

Section 2. The term of the faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The chapter advisor shall be an ex-officio non-voting sixth member of The Faculty Council.

Section 4. The Faculty Council shall meet at least once a year, or whenever necessary, to select and to consider dismissal non-selection and warning cases.

Section 5. The Faculty Council may annually appoint one student who does not meet the grade requirement but who meets all other requirements to the National Honor Society.

## **ARTICLE VI: MEMBERSHIP**

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by The Faculty Council and is based on outstanding scholarship Christian character leadership and service.

Section 2. Members shall be known as active honorary and graduate. Active members shall become graduate members upon graduation. Graduate and honorary members shall have no voice or vote in chapter affairs.

Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society. The Faculty Council may also appoint one student per year who does not meet the grade requirement but who meets all other requirements as an honorary member to Hillsboro Christian Academy chapter of the National Honor Society.

Section 4. The honorary memberships for students do not carry over should the student move to a new school.

Section 5. Eligibility:

- a. Candidates eligible for election to this chapter must be members of the sophomore junior or senior classes.
- b. To be eligible for selection to membership in this chapter the candidate must have been in attendance for a period of one quarter at Hillsboro Christian Academy.
- c. Candidates must be active members of an Evangelical Church in the community.
- d. Candidates eligible for election to the chapter shall:
  - i. have a minimum cumulative grade point average of 3.5.
  - ii. not be on social or behavioral probation.
  - iii. be punctual.
  - iv. demonstrate positive leadership skills and refrain from inappropriate conversation.
  - v. participate in service activities a minimum 25 hours per year from 9th grade through 12th grade.

- e. Upon meeting the grade level attendance and grade point average standard requirements candidates shall then be considered based on their service leadership and character.
- f. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new advisor shall be accepted automatically as a member of the new schools chapter. Transfer members must meet the new chapter standards within one quarter in order to retain new membership. The chapter may make an exception for honorary members.
- g. Members who resign or are dismissed are never again eligible for membership or its benefits.

## **ARTICLE VII: SELECTION OF MEMBERS**

Section 1. To be eligible for membership the candidate must be a member of the software junior or senior class. candidates must have been in attendance at the school the equivalent of one quarter. The Faculty Council May waive the attendance regulation if the student is new and brings a letter of recommendation from the previous School principal pursuant to the candidates selection.

Section 2. Candidates must have a cumulative Scholastic average of 3.5 on a 4.0 scale. Additionally, a candidate may not have failed a class during High School. Candidates must have no behavioral detentions and may have no more than one non-behavioral detention per quarter. Candidates shall then be evaluated on the basis of service leadership and character.

Section 3, prior to selection the following shall occur:

- Students academic records shall be reviewed to determine Scholastic eligibility.
- Students who are eligible scholastically shall be notified and asked to complete and submit the Student Activity information form in writing for further consideration for selection.
- The Faculty shall be requested to evaluate candidates determined to be scholastically eligible by using the official evaluation form provided by the chapter advisor.
- The Faculty Council will then review the candidates Behavior reports.
- The Faculty Council shall review the Student Activity Information Form faculty evaluations and candidates Behavior report in order to determine membership.

Section 4. The selection of each member to membership in the chapter shall be by a majority vote of the faculty Council.

Section 5. Candidates will then be approved by the principal.

Section 6. The selection of members to this chapter shall be by majority vote of the faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the 6th non-voting ex official member of the faculty council.

Section 7. The selection of new active members shall be held once a year during the Months of December and January for the following school year.

Section 8. An active member of the National Honor Society who transfers from HCA will be given a letter indicating the status of his or her membership and signed by the principal.

## **ARTICLE VIII: DISCIPLINE AND DISMISSAL**

Section 1. The procedure for dismissal shall be determined by The Faculty Council in compliance with the rules and regulations of the National Honor Society and Hillsborough Christian Academy. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Any member who falls below the standards which were the bases for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. If correction is not made the consequence may result in the student's dismissal from Hillsboro Christian Academy's chapter of the National Honor society. A member of the NHS is expected to maintain his or her academic standing and take an active role in service and Leadership to his or her school, church, and community.

Section 3. If a member's cumulative grade point average falls below the standard in effect when he or she was selected he or she will be given a written warning and a 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 may include dismissal from the chapter.

Section 4. Members may also be subject to dismissal for being suspended from school having three detentions in one quarter from violating school rules such as unexcused absences and tardies, incomplete or late homework, dress code violations, failure to comply, use of profanity or any other portion of HCA's code of conduct. Being suspended from school, failure to complete service hours by designated date and failure

to attend at least one half of the NHS meetings or three consecutive meetings will also be reasons for dismissal.

Section 5. Violations of the law and or School regulations can result in dismissal of a member. these violations include but are not limited to DWI, stealing, destruction of property, cheating, truancy, immoral behavior (see student contract which includes foul language homosexual Behavior promiscuity, etc.), improper posts on social media which are brought to the chapter advisors attention or possession selling or being under the influence of drugs alcohol or tobacco.

Section 6. In all cases pending dismissal:

- The member will receive written notification indicating the reason for possible dismissal from the chapter advisor and or faculty Council. The member and advisor will discuss the written notification in the 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).
- The member will be given the opportunity to respond to the charge against him or her at a hearing before the faculty Council prior to the vote on dismissal ( in accordance with due process identified an **Article X** of the National Constitution) The member has the opportunity to present his or her defense in person or in writing. The faculty Council will then vote on whether to dismiss. The majority vote of the faculty council is needed to dismiss any member.
- 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 chapter advisor.
- The Faculty council's decision may be appealed to the principal and afterwards to the school board.
- When a student is dismissed or resigns he or she is no longer a member and 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.

Section 8. The National Council shall hear no appeals and dismissal cases.

Section 9. All conferences, appeals and final resolutions to dismissal actions must be completed within 45 days of the date of the dismissal letter issued by the faculty Council.

## **ARTICLE IX: OFFICERS**

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

- The president shall preside at the meetings and participate in the induction ceremony of new members.
- The vice president shall reside in the absence of the president and shall help coordinate the service projects with the chapter advisor. The vice president shall also assist the historian and keep a record of members' contributions to leadership and service.
- The secretary shall keep records and minutes of all meetings.
- The treasurer shall keep a financial record of all income and expenses and present it to the chapter advisor at least once a month.
- The historian shall keep a detailed record of the projects and service hours for the members of the chapter for a year, compile details, photos, etc. to be shown in a slideshow at the induction ceremony and to take a leadership role in the induction.
- The chaplain shall open each meeting and the induction ceremony with prayer. The chaplain shall also coordinate opening devotions for the middle and high school at the beginning of each school day.

Section 2. Only juniors are eligible for election to hold office for President and Vice President the following year.

Section 3. Chapter officers shall be selected by the chapter advisor along with the faculty Council and principal.

Section 4. Officers may be asked to step down from their positions by The Faculty Council as a consequence of violating the regulations of the National Honor Society or Hillsborough Christian academy. no letter of warning is needed.

Section 5. Officers asked to step down may appeal to The Faculty Council within one week after the request has been made.

## **ARTICLE X: EXECUTIVE COMMITTEE**

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

Section 2. The executive committee shall have the general supervision of the affairs of the chapter between business meetings, make recommendations to the chapter and determine and perform such other duties as specified in the chapter's bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility of ensuring that the chapter activities and procedures follow school policy and regulations.

## **ARTICLE XI: MEETINGS**

Section 1. Meetings of this chapter shall be held monthly.

Section 2. Members must attend one half of the meetings (absent no more than three consecutive meetings) in order to remain eligible.

Section 3. Meetings shall be conducted according to the Roberts Rules of Order (newly revised) in all points not expressly provided for by the chapter bylaws.

## **ARTICLE XII: ACTIVITIES**

Section 1. Each chapter member is responsible for 25 hours of community service {per school year???} in an area which reflects his or her particular talents and interests. This can include hours spent in chapter projects, service hours organized by Church groups or individual time spent helping others.

Section 2. The chapter shall determine one or more service projects for each school year which would provide a minimum of 4 hours of service related activity.

Section 3 All members shall regularly participate in chapter projects.

Section 4. These projects both individual and chapter shall have the following characteristics:

- Fulfill a need with the school or community
- have the support of the administration and the faculty
- be approved by the chapter advisor
- the appropriate and educationally defensible
- be well planned organized and executed

Section 5. The chapter shall publicize its projects in a positive manner.

## **ARTICLE XIII: EMBLEM**



Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations she'll have the privilege of wearing 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 senior in good standing shall be granted the privilege of wearing the honored chords at graduation.

#### **ARTICLE XIV: DUES**

Section 1. Annual dues for this chapter shall be \$20.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction after the beginning of the school year.

#### **ARTICLE XV: RATIFICATION, APPROVAL AND REVIEW**

Section 1. These bylaws will be approved upon receiving 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 XVI: AMENDMENTS**

Section 1. These bylaws 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 VII AND VIII** (selection and discipline) which are developed by The Faculty council with the approval of the principal.

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

Approved January 2026