

# Union Christian Academy Hadar Honor Society Bylaws

Purpose: To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of UCA.

Membership: Membership into the UCA High School Honor Society is an honor bestowed upon a student. Membership is not a right or an elective position, but a privilege enjoyed by those students who demonstrate outstanding scholarship, character, leadership, and service. Membership is not automatically conveyed simply because a student has a 3.00 GPA. A student who has a documented record of school discipline will not be considered for membership unless he or she obtains a letter from the principal assuring that his or her character is no longer in question.

Membership Process Benchmarks:

1. Student shall be in 10<sup>th</sup> - 12<sup>th</sup> grade.
2. Achieve cumulative 3.00 GPA on a 4.0 scale
  - Grades will be checked in the fall for the induction ceremony in September/October.
  - Students must have at least a 3.00 cumulative overall GPA according to the Louisiana State Transcript System (STS).
3. The sponsor shall notify the prospective inductees with a written letter which should include a Candidate Application Form and should be returned before the set deadline along with \$25 membership fee. (the fee will be returned if student is not approved)
4. Students will be evaluated and approved by majority vote of the UCA Faculty Council on the basis of service, leadership, and character.
5. When accepted, the sponsor shall notify the inductees with an invitation to the induction ceremony.

Non-Selection. If a student or parent/guardian(s) have questions pertaining to non-selection they must first contact the chapter sponsor. Should students or parents not be satisfied, the next level of discussion should take place with the principal.

Transfer Members. An active member of the National Honor Society who transfers to Union Christian Academy should bring a letter from their former principal or former sponsor and will automatically be accepted for membership in this chapter. To maintain membership, the transfer student must meet all continued membership requirements.

After being accepted the member must:

1. Maintain a 3.00 GPA
2. Complete 40 hours of community service per school year.
3. Uphold the honor society standards
4. Attend a minimum of 75% of meetings/activities
5. Pay a fee of \$25 annually

## **Basic Information: Volunteer Hours**

1. **ALL NHS MEMEBERS** must complete 40 hours (minimum) of community or school service hours.
2. Community service hours must be in the time frame from the last day of the previous school year through the designated due date at the end of the school year. (to be set in August meeting)
3. Community service hours earned at UCA, schools in the community, and/or non-profit organizations may be documented and used for this program as long as they meet the current guidelines.

## **Some types of acceptable service hours:**

1. Working concession or taking ticket money at any UCA athletic events.
2. Painting, moving, or projects that help better the school.
3. Working in soup kitchens(hours worked), can food drives (1 hour), Christmas boxes (1 hour), blood drives (1 hour per drive), and any other service that helps the community. **(Hours are determined by the service and at the discretion of the NHS sponsor.)**
4. Any service that is not listed will be accepted or denied by the NHS sponsor according to the national guidelines.

## **Some types of unacceptable service hours are as follows:**

1. Hours volunteered at businesses that are not non-profit organizations will not be accepted (some examples: doctor's offices, sports gyms, sports teams, daycares)
2. Students may not include hours for any activity for which pay is received.
3. Students may not claim hours for baking food.
4. Volunteer hours will not be accepted from immediate or extended family members. This includes working in the home or at the parent's place of employment (or classroom), unless for a charity event.
5. Babysitting and the donation of money earned at your place of employment are not acceptable.

## **Dates and Hours:**

1. A minimum of 10 hours must be worked outside of UCA in the community.
2. 25% of hours are due at the beginning of Christmas Break (December 17<sup>th</sup>).
3. 50% of hours are due at the beginning of Spring Break (March 25<sup>th</sup>).
4. 75% of hours are due the first Monday in May (May 2<sup>nd</sup>).
5. 100% of hours are due for Senior NHS members on May 6<sup>th</sup>.
6. 100% of hours for all other NHS members will be determined in the August meeting.

## **Hour sheet documentation and delivery rules:**

1. All hours must be recorded on the UCA NHS Service Sheet;
2. Make sure all slots are filled out correctly;
3. All slots **MUST** be filled, if there is something missing the hours will not be approved;
4. All hours must be turned in by 3pm on the due date stated in the August meeting;
5. Any late hours will not be approved for the current school year.

## **Officers**

Procedure for Election.

1. All honor society members shall be listed on one ballot in alphabetical order.
2. Members shall vote by secret ballot for **up to four candidates** to fill the 5 positions. There will be no electioneering in the area around voting. A ballot will be discarded if too many votes are cast.
3. The five candidates who receive the most votes and are approved by the advisor(s) and a faculty member of their choice, will be offered the positions. The candidate who receives the most votes will be offered their choice position, the candidate with the next votes will be offered and so forth. If a member that is chosen by his/her peers but does not want an office, the member with the next highest votes will be offered an office.
4. The principal will be notified of the election results.
5. Exchange of officers will take place at the respective ceremonies.

Duties and Responsibilities of Officers. All officers are required to help decorate for the Induction Ceremony and Banquet.

**The President** shall have the following duties:

1. Oversee daily operations of the organization
2. Decide on yearly project with advisor
3. Make decisions with the advisor for the organization
4. Interact with the principal
5. Be aware of discipline problems in the organization
6. Make sure all materials are present for induction ceremony
7. Help make morning announcements
8. Speaking part in the Induction Ceremony

**The Vice-President** shall have the following duties:

1. Obtain guest speaker for the induction ceremony
2. Oversee fundraisers with the treasurer
3. In charge of refreshments for teachers and guest before/after the induction ceremony
4. Organize signs for projects and fundraising
5. Help make morning announcements
6. Speaking part in Induction Ceremony

**The Secretary** shall have the following duties:

1. Keep track of community service hours
2. Keep attendance at meetings
3. Keep minutes of all meetings
4. Send letters to guests for induction ceremony
5. Help make morning announcements
6. Speaking part Induction Ceremony

**The Treasurer** shall have the following duties:

1. Collect dues
2. Maintain financial record with advisor
3. Work on fundraising with the vice-president
4. Assist secretary with tracking community service hours
5. Help make morning announcements
6. Speaking part in Induction Ceremony

**The Historian** shall have the following duties:

1. Organize publicity
2. Complete UCA Honor Society Scrapbook for the year with clippings and photos
3. Help vice-president with refreshments at induction ceremony
4. Keep the UCA Honor Society Member Book to be signed at the induction ceremony

5. Help make morning announcements
6. Speaking part in Induction Ceremony

#### Officer Removal.

The removal of officers may be affected by a 2/3 vote of the membership. Written documentation detailing the reason(s) for removal shall be provided to the officer facing removal by the chapter advisor, and the officer shall have an opportunity to defend himself/herself before the membership.

#### Officer Replacement.

In the event an office comes open during the school year, the procedure for election will be followed in order to fill the vacancy.

#### Membership Dismissal:

1. Students shall be put on probation if his/her GPA falls below the mandatory 3.00. A student shall have a period of 2 consecutive 9 weeks to raise his/her grade point average to the mandatory 3.00 GPA. If the goal is not met after the probation period the student will be dismissed from the NHS.
2. Students shall be put on probation for failure to maintain 20 documented hours of community service per year.
3. Students shall be put on probation for failure to attend 75% of meetings/activities.
4. Students shall be put on probation for participating in character issues that include but are not limited to: cheating; alcohol or drugs use; fighting; disrespect of property, faculty, staff, or another student.
5. Students shall be put on probation for failure to exemplify positive leadership to the society, school, or community.
6. Students shall be put on probation for failure to pay annual dues.

#### Membership Dismissal Process:

1. Except in the case of a flagrant violation of school rules or civil laws, a member is entitled to written warnings from the Chapter Advisor concerning the nature of his/her deficiency and the steps required to correct the deficiency. A copy of these warnings shall be sent to the parent(s) of the students and to the Principal.
2. The sponsor must schedule a hearing before the faculty council with the student present to discuss the student's offense. The faculty council must agree by majority vote to dismiss the student. The student will be informed of the council decision that day and will receive a written notice of the decision that shall be sent to the member, the member's parent/guardian, and the principal.
3. The dismissed member may appeal to the principal.

### **Hadar Qualities:**

#### Scholarship

**High Honor Society** must maintain a 3.00 GPA in all high school courses according to the Louisiana Transcript System. GPA will be checked every semester.

#### Leadership

The number of offices a student has held in school or community organizations or role as a captain of a sports team is an important aspect of leadership. However, leadership also exists outside elected/appointed positions including effective participation in other co-curricular activities. The following are some examples of a student who exemplifies leadership.

- a. Identifies issues and purposes solutions to problems
- b. Promotes school activities
- c. Exercises influence on peers in upholding school ideals
- d. Seeks positions of responsibility
- e. Is reliable and dependable
- f. Upholds scholarship and maintains a loyal school attitude

## Character

A student of character demonstrates the following qualities:

- a. Honesty and integrity
- b. Cooperation by complying with school regulations
- c. Respect for self and others
- d. Responsibility
- e. Fairness, compassion, and caring
- f. Doing the right thing even when not being observed
- g. Actively helping improve the school environment

## Service

Service is considered to be those actions that are done with or on behalf of others without any direct financial or material compensation. Service may include contributions to school, classmates, or to the community. A student who demonstrates service exhibits the following:

- a. Participating in some outside community activity
- b. Working well with others (team player) and being willing to take on difficult tasks without being asked.
- c. Cheerfully and enthusiastically rendering any requested service for the school.

## Citizenship

Both actions and attitudes are important for good citizenship. An aspect of good citizenship is a person's willingness to work hard to help his/her family, school, and community. Good citizenship shows caring and concern for vulnerable members of the wider community. Good citizenship is demonstrated by the following:

- a. Peacefully settling disputes
- b. Responsibility for family, school and community
- c. Treating others as one would like to be treated
- d. Respect for the US Flag
- e. Respect for one's parents and home
- f. Respect for others' views and beliefs
- g. Protecting the environment
- h. Challenging injustice to make a positive difference.

## Responsibilities of the Advisor:

1. Set an example of scholarship, leadership, character, and service for others to follow.
2. Approve all chapter activities and inform the Principal of such activities.
3. Maintain all chapter records and send the annual report to the national office.
4. Attend all meetings and assure that proper procedure is followed by the officers.
5. Provide direction to the chapter members concerning opportunities for service.
6. Work with the Faculty Council in selecting, disciplining, or dismissing members.
7. Promote chapter activities.
8. Stimulate positive action by members.

## Responsibilities of Members:

1. Set an example of scholarship, leadership, character and service for others to follow.
2. Maintain the standard by which they were selected.
3. Attend 75% of meetings/activities.
4. Participate in a majority of the planned chapter service projects.
5. Document a minimum of 40 hours of community service each year.
6. Attend and participate in the induction ceremony for new members.