

VIA PACIS BYLAWS

Article I

Name

Section 1. The name of this chapter shall be the VIA PACIS Chapter of the National Honor Society of Secondary Schools.

Section 2. 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 the students of Carroll High School.

Article II

Selection of Members

Section 1. Membership in this chapter shall be an honor bestowed upon a student who demonstrates outstanding scholarship, character, leadership, and service.

Section 2. To be eligible for membership, the student must be a junior or a senior who has spent at least one semester (immediately preceding induction) at Carroll High School.

Section 3. An unweighted cumulative grade point average of 3.7 or higher must be achieved for a student to be named a candidate for National Honor Society. Students meeting the GPA requirement will be notified in writing in the fall. Candidates must complete an information form and submit the form to the Faculty Council for their consideration. The form must contain details of the candidates' leadership and service. The Council will use those forms, along with faculty input regarding character and leadership, to select the students who meet the requirements of National Honor Society. Selection will be by a majority vote of the Faculty Council. Advisors do not vote on candidate selection. The Council will also obtain information from the administration regarding each candidate's demerit status. Candidates may not have received more than nine demerits in each of the two previous semesters. Candidates must attend an informational meeting to receive the information packet. Candidates must meet all published deadlines.

Section 4. A National Honor Society member who transfers to this chapter from another school must have a letter from the former principal or chapter advisor. The transfer member shall be accepted automatically as a new member in this chapter and have one semester in which to meet the chapter guidelines in order to retain membership.

Article III

Responsibilities of Membership

Section 1. Membership dues are \$8.00 per year.

Section 2. Members shall volunteer a minimum of twelve hours community service per school semester, or six months.

Section 3. Community service hours must be turned in by the published due date. Members must follow the list of acceptable service hours for the National Honor Society. See Addendum I for acceptable service.

Section 4. Members must complete 3 hours of tutoring at Carroll study tables per year.

Section 5. Members must attend at least half of the meetings each year.

Section 6. Members must maintain the standards in GPA with which they were chosen. Members must not receive more than nine demerits each semester.

Section 7. If a member fails to meet their membership responsibilities, they will be placed on probation and will be given a set amount of time to improve. Failure to improve issues within one semester could result in removal from NHS. That decision will be made by the Faculty Council. For example, juniors could lose their voting rights, and seniors will not receive their honor cord (to be worn at graduation) until responsibilities are met. Special circumstances which prevent a student from meeting their membership responsibilities will be taken into consideration before utilizing disciplinary measures. Members who are not in good standing upon graduation will not be allowed to wear the NHS pin and/or honor cord at graduation, regardless of whether an official dismissal has occurred.

Section 8. Members should keep track of their own actions in accordance with membership responsibilities. Members should maintain a record of when they attended meetings, completed service hours, tutored, paid dues.

Article IV Officers

Section 1. The officers of this chapter shall be President, Vice President, Secretary, and Treasurer.

Section 2. The election of the officers shall take place in the following way.

- a. Nominations will be accepted in April. Elections of officers (for the upcoming year) will be held in May.
- b. Only junior members in good standing may be nominated for office.
- c. Only junior members in good standing may vote.
- d. The ballot will consist of all nominees with no distinction as to office.
- e. Members will vote for the four candidates who can best represent the NHS.
- f. Those receiving the most votes (top four people) will decide which office they will hold.

Section 3. The duty of the President shall be to preside at all meetings. They shall also be the official representative of the VIA PACIS chapter.

Section 4. The Vice President shall preside in the absence of the President.

Section 5. The Secretary shall keep the minutes of all meetings and post them in a timely manner.

Section 6. The Treasurer shall collect dues from each member.

Section 7. The officers shall be installed officially at the annual induction ceremony, although they will carry out their functions starting at the beginning of the year.

Section 8. The advisors shall keep records of the monies and use them for the needs of the chapter, such as honor cords, pins, ceremony refreshments, payments to guest speakers, donations to local charities, and refreshments for meetings.

Article V
Meetings

Section 1. Meetings shall be held monthly before school. Meeting dates are provided in writing to all members at the start of the school year or at induction.

Section 2. Members shall be required to attend at least half of the meetings each year.

Section 3. Members must attend the induction ceremony. Members who are unable to attend the ceremony must state the reason for their absence in writing to an advisor.

Article VI
Activities

Section 1. Chapter activities include tutoring CHS students, maintaining the school courtyard, ushering at graduation, and donating time and/or funds to charitable organizations. Members of the chapter may choose to add other activities. Members are expected to participate in all group activities. Failure to do so may result in probationary status.

Article VII
Probation and Dismissal

Section 1. Members are expected to maintain the qualities for which they were selected. Failure to do so will result in probation and possible dismissal.

Section 2. Members will be notified in writing of their probationary status.

Section 3. Dismissal is at the discretion of the Faculty Council. There is no automatic dismissal of members. Students who have failed to correct their probationary status or have committed a flagrant violation of school rules or the law will be given due process. Members have the opportunity to present their case before a faculty council hearing. A majority vote of the faculty council is required to dismiss a member.

Section 4. Members who are dismissed from the National Honor Society are ineligible to become members at any point in the future, whether in the Via Pacis chapter or elsewhere.

Section 5. Members who wish to resign from the National Honor Society must inform the advisor in writing with a signature of the member and their parent. Resignation from the National Honor Society is permanent.

Article VIII Chapter Advisors

Section 1. The chapter advisors shall be responsible for the direct, day-to-day supervision of the chapter and act as liaisons between faculty, administration, students, and community.

Section 2. The chapter advisors shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3. The chapter advisors shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter advisors shall retain all documents until the graduation of the student from high school, at which time all documents will be destroyed.

Article IX Appeals Procedure

Section 1. There is no process in place for appeals of candidate nonselection. Candidates who are not selected for membership will be informed in writing of the reason for nonselection. Selection for membership in the National Honor Society is not a right.

Section 2. Members who wish to appeal a decision of dismissal must do so within 10 days of the notification of the dismissal. Appeals should be made in writing by the student to the school principal. Dismissals may only be overturned in the event that there was a violation of the disciplinary procedures by the faculty council. The principal may not overturn the decision if all procedures were correctly followed, as laid out by the National Honor Society National Constitution.

Addendum I Acceptable Community Service Hours

Section 1. All community service hours must be done for a registered organization or Archbishop Carroll High School. Community service must show a deviation from members' established routines and a sincere desire to help the school or local community. As such, not every item that is accepted on Innerview.org will be accepted for National Honor Society service. Members must complete and submit 12 hours of service every six months from induction until graduation.

Section 2. Service hours must be logged and reflected on by the member within a reasonable timeframe.

Section 3. Community service should demonstrate an active desire to help those around you. Acceptable service includes:

1. Up to 3 hours of tutoring at Carroll study tables. This may also meet the tutoring obligation of membership. Students may not “double dip” on study tables for multiple Honor Societies. Working at study tables for another honor society does not count for NHS service hours.
2. Leading retreats. Carroll retreats have set hours for service:
 - a. Sophomore Retreat - 6 hours
 - b. PATS Retreat - 15 hours
3. Working in a church nursery, serving at Mass, working at a Church.
4. The donation of cake(s) for St. Pats Fest, up to 1 hour total.
5. Volunteering WITH a Carroll club or sport.
 - a. This includes any service activity that is organized by a coach or team member. For example, a team service opportunity to clean up a park.
 - b. This does NOT include working for the sport a student is involved in. For example, a volleyball player keeping score during a JV game, a track athlete setting up for a meet, etc. These activities are just part of being on the team.
6. Serving as a “teacher aide” or “office aide” during a Study Hall period - with a maximum of one hour per week.
7. Any service that is organized by Carroll Campus Ministry.

Section 4. In order to be considered truly serving others, you must be actively involved in what you are doing. Passive activities do not show a desire to help. Unacceptable service for National Honor Society includes, but is not limited to:

1. Attending meetings for Youth Group, voting leagues, leadership councils, etc.
2. Attending retreats. Service that is actively completed on retreat may be logged separately.
3. Babysitting, pet sitting, or house sitting for family, friends, or neighbors.
4. Completing any job for a family member.
5. Any activity for which you received payment.
6. Completing “Color a Smile” coloring pages or writing cards to others.
7. Acting as a leader of a club/organization.

Section 5. Advisors have the final say on whether or not an activity will count as service for NHS. Students with questions about activities that are not listed above should contact the advisors in advance of the due date for service hours each semester.