



National Honor Society Bylaws

Chapter Bylaws of the North Carolina Cyber Academy Chapter of the

National Honor Society

Revisions Approved by NCCA Faculty Council on December 6, 2021
(approved by Chapter Members' vote, February 2022)

ARTICLE I: NAME

The name of this Chapter shall be the ***North Carolina Cyber Academy Chapter of the National Honor Society*** (hereinafter "NHS") of North Carolina Cyber Academy.

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 North Carolina Cyber Academy.

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 an 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 High School Principal.

Section 3: Final authority on all activities and decisions of the Chapter resides with the High School Principal.

Section 4: Nondiscrimination Policy - Our NHS Chapter 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/or disability. This policy of nondiscrimination applies to all practices, including the Chapter administration and the selection, discipline, and dismissal of members.



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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 or junior class.
- b. To be eligible for selection to membership in this Chapter, the Candidate must have been enrolled for a period equivalent to one complete academic semester or the equivalent 150 calendar days at North Carolina Cyber Academy.
- c. Candidates eligible for election to the Chapter shall have a minimum cumulative grade point average of 3.5 unweighted on a 4.0 scale [NOTE: Regarding weighted vs. unweighted GPAs, please see NHS Handbook, pg. 36, Section 4.1.3.1 Scholarship, Paragraph 3]. All courses taken during enrollment at North Carolina Cyber Academy are included in the candidates' overall grade average.

Scholarship

As outlined in Article IV, Section 3(c) of these bylaws, scholarship eligibility requires that a Candidate has a **minimum cumulative grade average of 87.5%** which is the equivalent to a GPA of 3.5 unweighted on a 4.0 scale. All courses taken during enrollment at North Carolina Cyber Academy are included in the candidate's overall grade average.

In determining overall grade averages, any completed course that is considered above grade level or honors level will have the **final course grade** for the above grade level or honors course **multiplied by 1.02** prior to the overall grade average being calculated.

Leadership

To meet the leadership criterion for NHS, a Candidate must provide evidence of three (3) leadership roles at school or in the community which have been achieved since the ninth grade. Candidates' evidence should indicate the roles and the name of the adult (*not* parents or family members) who supervised each of these activities on the Candidate Information Form and include recommendations from each listed adult supervisor. More than three roles may be listed, however, there must be three (3) verifiable listings in order to meet Candidate selection criterion. Additionally, two (2) of the three listed leadership roles must have occurred in different settings.



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Example: Two leadership roles could take place within the school setting and the third could take place within a non-academic organization.

Service

To be selected as a member, a Candidate must demonstrate, in their NCCA Community Service Portfolio, the successful completion of twenty-five (25) hours of community service per academic year, as outlined in the Community Service Requirement for Graduation policy of the NCCA School Handbook (Section 5.12) and the [Community Service slides](#).

Years as an NCCA Student	Hours of Yearly Community Service Required toward Graduation	Total Hours Required for Member to Maintain NHS Membership
1	25	30
2	50	60
3	75	90
4	100	120

Character

To be selected as a member of our Chapter, a Candidate must demonstrate on their Candidate Information Form, an exemplary record of conduct and behavior with regard to school and community rules, guidelines, and policies. Otherwise, a Candidate must be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies in their conduct and behavior record. An exemplary record of conduct and behavior includes, but is not limited to, having a clear academic disciplinary record for one (1) complete academic year prior to selection for NHS membership.

The National Honor Society National Council defines *character* by utilizing the [Six Pillars of Character from the Character Counts Coalition](#) ®: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Citizenship

To be selected as a member of our Chapter, a Candidate must demonstrate on his or her Candidate Information Form:

- a. an understanding of the importance of civic engagement;
- b. respect for the law for all citizens at the local, state, and federal levels;



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- c. mature participation and responsibility through involvement with such activities as scouting, community organizations, or school clubs;
- d. upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered for membership 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 principal. 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 in 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 packet for further consideration;
- c. NCCA teachers shall be requested to evaluate candidates determined to be scholastically eligible using the official [Teacher Recommendation form](#) provided by the Chapter Adviser;
- d. 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 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 their membership.

Section 6. An active member of the National Honor Society who transfers to this school will be given an automatic probationary acceptance for membership in this Chapter. The Faculty Council shall grant to the transferring member one (1) semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this Chapter in order to retain their membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Please carefully review the [Membership Rules & Regulations](#) which are included in this article and which provide more detail for the members' obligations and expectations.

Section 1. Annual dues for this Chapter shall be \$15. Dues will be payable to the Chapter within thirty (30) days of induction.



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Section 2. Chapter members who are seniors “*in good standing*” shall be granted the **privilege** of wearing the honor cords at graduation and to have the official designation of “NHS Member” added to their official high school transcript.

Section 3. Member Service Obligations

- A. Each academic year, the Chapter will plan and execute, at least one (1) virtual or in-person/hands-on Chapter service project and/or one (1) in-person/hands-on (**not** virtual) Chapter volunteer activity. These projects and activities may be utilized by Chapter members to fulfill service hour requirements as outlined below.
- B. Annually, each member must participate in at least one (1) Chapter Group Service Project and one (1) Individual Service Project to maintain membership for the following year in NCCA NHS.
- C. All members shall be required to complete a total of fifteen (15) hours of volunteer service each academic semester (7.5 hours quarterly), totaling thirty (30) hours annually. Participation in the NHS Chapter Group Service Projects and the Individual Service Projects requirement may contribute towards the member’s required hours of service.
- D. Members will actively enquire about dedicating a portion of their volunteer time toward serving NCCA in an effort to support, improve and grow school culture. Members should contact their Chapter Adviser for available opportunities.
- E. Overall, members should understand that the purpose of service is to commit to giving one’s time and energy freely for the benefit of society, to a 501(c)(3) non-profit organization and where you, as the volunteer, would *not* benefit personally by earning credit in any way (academically, financially, for recognition, or for self-advancement). NOTE: In the spirit of meaningful service, it is ***expected that you diversify and scatter your service hours among several different organizations that could benefit from the gift of your time.***

ARTICLE VII: OFFICERS

Section 1. The core group of officers for the Chapter shall be the President, Vice President, Secretary, and Treasurer. Other potential officer positions may be Student Government Association (“SGA”) Liaison; Service Hours Coordinator; and Historian/Public Relations Officer.



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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 the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The Treasurer shall keep the record of business expenses, dues, and all other financial transactions of the Chapter.

Section 8. Officers and the Chapter 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.

Additional Officer Requirements and Obligations

All Chapter officers are expected to be available for and attend, all Chapter executive team meetings which are held the week before each Chapter meeting to review agenda items, current community service project progression, and other Chapter and member activity. The executive team will discuss the availability of each team member before selecting a day and time to meet.

If a Chapter officer is unable to attend any Chapter executive team meeting or Chapter meeting in general, they will receive one warning and any additional absences will result in the removal of office.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this Chapter shall be monthly (or more as determined by the members). Special meetings can be called by the president with the approval of the Adviser.

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



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Section 3. Members are expected to attend all Chapter meetings. [See Article VI for the [Chapter's Rules & Regulations](#) for more specific information regarding attendance and other policies.]

ARTICLE IX: ACTIVITIES

Section 1. The Chapter shall determine one or more Group Service Projects for each year.

Each academic year, the Chapter will plan and execute, at least one (1) virtual or in-person/hands-on Chapter service project and/or one (1) in-person/hands-on (**not** virtual) Chapter volunteer activity. These projects and activities may be utilized by Chapter members to fulfill service hour requirements as outlined in Article VI Section 3.

Section 2. All members shall 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 according to the [Service Learning Criteria](#).

Section 4. Each member shall have the responsibility for choosing and participating in an Individual Service Project which reflects their particular talents and interests and as approved by the Chapter Adviser. This is in addition to the Chapter's Group Service Projects to which all members contribute.

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 NCCA National Honor Society Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and take an active role in service and leadership to their school and community.

Section 2. If a member's cumulative unweighted grade point average falls below the standard in effect when they were selected, which is a 3.5 unweighted on a 4.0 scale, they 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



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property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at any school-related activity, event, or in the community.

Section 4. Offenders of the school conduct code (such as the use of profanity, failure to comply, unexcused or excessive absences, plagiarism, etc.) will receive a 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 them 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 their 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 school Principal and afterward 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: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be approved upon receiving a majority 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 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 IV, V, and X, which are developed by the Faculty Council with the approval of the principal.



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Your digital signature on the Candidate Information form which was completed with your application for membership serves as your official understanding and acceptance of these By-Laws.

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[Updated April, 2024 - **pending** Faculty Council approval and Chapter Members' vote]