ARTICLE I - NAME AND PURPOSE
Section 1- The name of the organization shall be the Incarnate Word Academy Chapter of the National Honor Society

Section 2-The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. (NHS constitution article I, section 2)

ARTICLE II- STRUCTURE
This society shall consist of a general membership, four chapter officers, a five member faculty council, chapter advisor(s), and the principal.

ARTICLE III- POWERS OF THE PRINCIPAL
The Incarnate Word Academy Principal shall choose the advisor(s) in conjunction with the faculty council. The Principal shall choose members of the faculty council in conjunction with the advisor(s). The Principal also has the rights as described by the National Honor Society Constitution.

ARTICLE IV- POWERS OF THE FACULTY COUNCIL
The council shall by a majority vote make the annual selection of new general members with input from the entire faculty and staff of Incarnate Word Academy.

ARTICLE V- THE POWERS OF THE INCARNATE WORD ACADEMY CHAPTER ADVISOR(S)
The advisor(s) shall be teachers at Incarnate Word Academy and be chosen by the principal. The advisor(s) shall act as a liaison to faculty and administration. The advisor(s) shall review and prepare member nomination and dismissal information, schedule and supervise meetings, help officers with their specific duties, make decisions, and keep necessary records.

ARTICLE VI- DUTIES OF OFFICERS
Section 1- There shall be four officers consisting of a president, vice-president, secretary, and treasurer for a term of one year. The officers and chapter advisor(s) will be referred to as the executive committee.

Section 2- The President shall have the following duties:
- Attend all executive committee meetings
- Run general membership meetings
- Coordinate and participate in service projects
- Oversee all general membership committees
- Prepare with vice-president, secretary, and treasurer the end-of-year reports
- Give a speech on scholarship at induction ceremony

Section 3- The Vice-president shall have the following duties:
- Attend all executive committee meetings and general membership meetings
- Take duties of president if she cannot fulfill them
- Begin all meetings with a prayer
- Maintain National Honor Society bulletin board
- Participate in NHS sponsored service projects
- Notify school and local media of all National Honor Society activities
- Prepare end-of-year reports with president, secretary and treasurer
- Give a speech on leadership at induction ceremony

Section 4- The Secretary shall have the following duties:
- Attend all executive committee meetings and general membership meetings
- Keep detailed minutes of meetings.
- Record member attendance at National Honor Society events and meetings.
- Maintain files of membership and chapter history.
- Remind members of upcoming service projects and participate in NHS sponsored service projects
- Prepare reports as necessary
- Collect and record service cards from members each quarter
- Give speech on character at induction ceremony
- Prepare end-of-year report with president, vice-president, and treasurer

Section 5- The Treasurer shall have the following duties:
- Attend all executive committee meetings and general membership meetings
- Participate in NHS sponsored service projects
- Collect chapter dues and fees
- In conjunction with advisor(s) keep accurate account records.
- Prepare financial information as needed
- Prepare end-of-year reports with president, vice-president, and secretary.
- Give speech on service at induction ceremony

ARTICLE VII- ELECTION OF OFFICERS
Section 1- Candidacy- In order to be considered a candidate for office in the National Honor Society, a person must meet the following criteria:
- Be a member of the Junior Class
- Be a member in good standing for one year and have completed all general membership requirements.
- Adhere to the Incarnate Word Academy National Honor Society Code of Ethics.
Section 2- Elections- Elections will be held after Student Council elections and prior to induction ceremony.

- Elections will be by secret ballot
- Only National Honor Society members in good standing may cast ballots
- National Honor Society advisor(s) and current officers will tally results
- Results will be announced within 24 hours of the conclusion of elections

ARTICLE VIII- DEFINITION OF MEMBERSHIP AND OBLIGATIONS OF NHS CANDIDATES

Section 1- Candidates must have completed a minimum of three semesters of high school

Section 2- Candidates must be selected by a majority vote of the NHS Faculty Council based on the criteria from section 3 as interpreted by the Faculty Council.

Section 3- The Four Pillars of the National Honor Society as applied by the Faculty Council

- **Scholarship**- Candidates must have a 3.5 cumulative grade point average.
- **Leadership**- Candidates must have performed a leadership role within an organization or in the classroom. A position of leadership is not limited to holding an official or elected office. A leadership role can be verified through the faculty evaluation form.
- **Character**- Character will be evaluated through the faculty evaluation form. Candidates shall adhere to the behavioral expectations as outlined in the Incarnate Word Academy handbook.
- **Service**- Candidates have completed exemplary service (exceeding required hours) to their community prior to nomination. This shall be documented by a signature(s) verifying completion of the service.

ARTICLE IX- OBLIGATIONS OF MEMBERS

The obligations of members of the National Honor Society are as follows:

- Attend regularly scheduled meetings
- Participate in National Honor Society sponsored and sanctioned service projects and other events
- Adhere to the Incarnate Word Academy National Honor Society Code of Ethics
- Pay yearly dues and fees

ARTICLE X- DISMISSAL OF MEMBERS

Section 1- Grounds for dismissal include but are not limited to:

- Failure to maintain 3.50 cumulative GPA for two consecutive semesters
- Failure to adhere to the Incarnate Word Academy Code of Ethics
- Failure to adhere to the Incarnate Word Academy behavioral expectations.
- Conduct unbecoming a National Honor Society Member deemed actionable by the National Honor Society advisor(s)

Section 2- Dismissal process for violations:

- Student is notified in writing of violation
- The advisor(s) meets with the member in person
• Student has right to request a hearing
• The Faculty Council may also call a hearing requesting the presence of the student

ARTICLE XI- BYLAWS

Section 1- The Incarnate Word Academy National Honor Society By-Laws shall be posted on the school website

Section 2 - The Incarnate Word Academy National Honor Society By-Laws shall be reviewed and modified as needed