



CHAPTER HANDBOOK

of

THE NATIONAL HONOR SOCIETY

St. Peter Canisius, SJ Chapter

University of Detroit Jesuit High School



St. Peter Canisius, SJ Chapter of the National Honor Society

Chapter Handbook

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Note from the Chapter advisors

Dear NHS Member,

Congratulations on your induction into the St. Peter Canisius, SJ Chapter of the National Honor Society. Obtaining membership in NHS is a proud accomplishment and a true testament to your ongoing commitment to scholarship, leadership, service, and character.

This handbook has been created to outline the operating procedures and membership expectations of the chapter. All new members should become familiar with the chapter bylaws and policies. Every effort has been made to assemble a comprehensive handbook; however, no set of regulations can be exhaustive. The chapter advisor(s) may amend this handbook at any time with proper notice. If members have questions about the material in this handbook, it is their responsibility to request a meeting in writing to speak to the chapter advisor.

As a member of NHS, you are a leader in the school. Your peers look up to you, and you set an example for your fellow classmates. For this reason, it is important that you take your leadership role seriously and abide by the guidelines contained in this handbook. All our policies, membership requirements, and expectations can be summarized in one word: *Magis*. NHS Members strive for the *Magis* in all that they do. This does not necessarily mean that we *do more*; our objective is *not* to do more service, hold more leadership positions, or participate in more cocurriculars than any other student or club. Instead, it means that in everything we do, we give our entire selves; it means that we recognize our God-given talents and abilities and offer these for His greater glory. This is the true mark of an NHS member—someone who challenges himself, sets goals, steps outside of comfort zones, and lives as a *man for others*.

Once again, congratulations on your induction! We have a great year ahead of us, and we are honored to be working with such a talented group of students.

Sincerely,

Mrs. Carapellotti and Mrs. Chekal
Chapter advisors

Suscipe of St. Ignatius of Loyola

Take, Lord, and receive
All my liberty, my memory,
My understanding and my entire will,
All I have and call my own.

You have given all to me.
To you, Lord, I return it.

Everything is yours; do with it what you will.
Give me only your love and your grace,
That is enough for me.

Section I: Chapter Bylaws of the St. Peter Canisius, SJ Chapter of the National Honor Society

ARTICLE I: NAME

The name of this chapter shall be the St. Peter Canisius, S.J. Chapter of the National Honor Society of University of Detroit Jesuit High School and 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 U of D Jesuit.

ARTICLE III: POWERS

1. This chapter operates under the direction of and in full compliance with the NHS National Constitution.
2. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
3. Final authority on all activities and decisions of the chapter resides with the school principal.
4. Nondiscrimination. 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, religion, ancestry, national origin, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

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.
2. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Selection Committee. Graduate and honorary members have no voice or vote in chapter affairs.
3. Eligibility:
 - a. Candidates eligible for selection to this chapter must be members of the junior class (rising seniors).
 - b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at U of D Jesuit.

- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.50.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
4. Selection of members will occur as outlined in Section III of the Chapter Handbook.

ARTICLE V: OBLIGATIONS & PRIVILEGES OF MEMBERS

1. Annual dues for this chapter shall be \$20. There is also a \$15 charge for the purchase of the honor stole to be worn at graduation. Both will be payable to the chapter by the date of induction.
2. Members must meet all the membership requirements outlined in Section IV of the Chapter Handbook.
3. Regular meetings of this chapter shall be monthly. Special meetings may be called by the leadership team with approval of the advisor(s). Members are required to attend all chapter meetings.
4. Members who are unable to attend a meeting must submit the appropriate form on MUDJ at least 24 hours prior to the meeting.
5. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
6. Chapter members who are seniors in good standing shall be granted the privilege of wearing the U of D Jesuit NHS stole at graduation.

ARTICLE VI: LEADERSHIP TEAM

1. Three to five students will be selected each year to act as a leadership team for the chapter at large.
2. Selection of Officers
 - a. Newly accepted members who have an interest in participating in the leadership team will submit an application and complete an interview process before the start of the school year.
 - b. During the interview process, candidates for leadership positions will have the opportunity to address the advisor(s) and explain their qualifications and proposals.
3. It shall be the duty of the leadership team to attend monthly leadership meetings with advisors to set chapter goals and plan activities. The team will preside at the monthly meetings of the general chapter, keep a record of members' attendance and participation in required activities, provide agendas before each meeting and minutes afterward, chair special projects, and serve as the official representatives of the

chapter at select school and community functions. Additional responsibilities may be added by the advisor(s).

ARTICLE VIII: ACTIVITIES

1. Each member will commit to one leadership service project (about 15-20 hours) to focus on through the year.
2. All members shall submit documentation of their selected projects.
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, be otherwise uncompensated, and be well-planned, organized, and executed.
4. Each member shall accept responsibility for performing service to the school outside of their leadership projects on at least three different occasions during the school year.
5. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE IX: DISCIPLINE and DISMISSAL of MEMBERS

1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline, probation, or dismissal from the St. Peter Canisius, SJ Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his academic standing and integrity standards, and take an active role in service and leadership in his school and community.
2. If a member's cumulative grade point average falls below the standard in effect when he was selected, he will be given a written warning and a reasonable time period for improvement, as determined by the chapter advisor. 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 can include dismissal from the chapter.
3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, any instance of academic dishonesty, truancy, or possession, selling, or being under the influence of drugs or alcohol.
4. Members who violate character standards of respect for adults, peers, or the school premises will receive a strike and a written warning. Subsequent violations may result in consideration for dismissal. Any student who receives an Academic Integrity Violation or is suspended by the school administration will automatically be considered for dismissal.

5. Chapter officers and leadership team members can be removed from their positions as a consequence of disciplinary action taken by the chapter advisor or Faculty Council.
6. In all cases of pending dismissal:
 - a. The member will receive email notification from the advisor indicating the reason for consideration of dismissal.
 - b. The member will be given the opportunity to respond to the charge(s) against him at a hearing before the Appeals Committee prior to any vote on dismissal. The member has the opportunity to present his defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Appeals Committee will then vote on whether to dismiss. A majority vote of the Appeals Committee is needed to dismiss any member.
 - c. The results of the Appeals Committee vote will be stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor.
 - d. The decision of the Appeals Committee is final.
 - e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.
7. In lieu of dismissal, the Appeals Committee may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE X: RATIFICATION, APPROVAL, and REVIEW

- I. These bylaws shall be reviewed by the advisor annually and revised accordingly. During the school year, bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. Bylaws that are mandated by the NHS Constitution may not be amended.

Section II: Chapter Organization

Chapter Membership

Active members are those members who have been inducted into NHS and have not yet graduated from U of D Jesuit. Active members may attend all NHS events and have a vote at chapter. Once an active member graduates from the school, he becomes a graduate member. Graduate members do not have a vote at chapter. In exceptional circumstances, the Faculty Council may award honorary membership in NHS to a member of the school community. Honorary members do not have a vote at chapter.

Chapter Officers

The chapter has a leadership team of 3-5 students. Their responsibilities include:

- Presiding over all NHS meetings.
- Serving as representative of the chapter.
- Appointing chairmen to oversee activities, events, and projects.
- Emailing an agenda (approved by the advisor(s) at the leadership team meeting prior to the meeting of the general assembly) before every meeting.
- Providing minutes (approved by the advisor before distribution) to members after meetings.
- Meeting monthly with leadership team and chapter advisor(s) to determine chapter goals, plan chapter meetings and activities, and discuss membership concerns.
- Collecting and logging all service, leadership, and involvement reports from chapter members.
- Sending meeting reminders.
- Overseeing money collection at fundraisers.

Chapter advisor(s)

The chapter advisor serves as the moderators of the chapter. The advisor oversees all chapter activity, reporting directly to the Dean of Cocurricular Activities and ultimately, to the Principal. In addition to supervising chapter activities, the advisor also serves as liaison to the Faculty Council for membership considerations and refers violations of bylaws or membership expectations to the Appeals Committee for consideration.

Faculty Council

The Faculty Council consists of five members of the school faculty who are appointed. These faculty members have demonstrated a strong understanding of and appreciation for the mission of the school. They are familiar with the values and operation of the National Honor Society, or at the very least, are willing to become more familiar with the organization. Faculty Council members are appointed each school year and can serve multiple terms. The primary

responsibility of the Faculty Council is to hear disciplinary cases of member misconduct and issue appropriate sanctions, up to and including dismissal from the chapter.

Section III: Membership Selection Process

Eligibility

After the completion of first semester exams, the chapter advisor will obtain a list of juniors who currently have a cumulative GPA of 3.50 or higher. From this list, the advisor will eliminate the names of all students who have had a serious disciplinary issue during either sophomore or junior year. A serious disciplinary issue includes an in-school suspension, an out-of-school suspension, an academic integrity violation, or any behavior deemed flagrant by the Assistant Principal for Student Affairs. All remaining students will be considered eligible for applying to the National Honor Society.

In late January, the chapter advisor will notify via homeroom mail all eligible juniors about their eligibility and the application process. The official membership application will be posted online. Students must complete the application by the stated deadline.

Application Process

The chapter advisor will conduct a preliminary review of all membership applications shortly after the due date. The advisor will eliminate applications that:

- Are submitted after the due date.
- Are incomplete.
- Are found to contain false or misleading information.
- Are submitted by a student who has been involved in a serious disciplinary issue sometime between notice of eligibility and the application deadline.

After reviewing applications, the chapter advisor will solicit feedback from the faculty at large regarding all students applying for membership.

Copies of approved applications will then be evaluated by members of the Selection Committee, who take into consideration each student's submitted portfolio, including quality of essay responses, supporting documents, and any letters of recommendation; his conduct record; his transcript; and his demonstrated dedication to National Honor Society's pillars.

Notification of Results

The chapter advisor will notify applicants of the Faculty Council's decision via email. Acceptance letters will indicate the date of the induction ceremony and the requirements that new members must fulfill, such as paying the one-time membership due and promptly submitting the letter of intent. Rejection letters will indicate that the member's application was

unsuccessful and explain the appeals process in the event that a student chooses to appeal the Council's decision.

Appeals

Students who are not offered membership should follow these steps if they are considering an appeal:

1. Request an in-person meeting with the chapter advisor. At this meeting, the chapter advisor will discuss in general terms the reasons behind the denial of membership.
2. Following this meeting, any student who still wishes to appeal must submit by the stated deadline a written reflection to be shared with the Appeals Committee.
3. The Appeals Committee will review the applicant's submitted portfolio as well as his written reflection, then schedule a meeting with the student. After that meeting, the Appeals Committee will determine whether membership should be granted or not. This decision will be final.

Students who are accepted on appeal are granted the same rights as all other members. They will be included in the induction ceremony and have the right to apply for an officer position.

Destruction of Records

All application materials will be destroyed by the chapter advisor immediately after the induction ceremony.

Section IV: Membership Expectations

Academic Standards

Members will maintain a 3.50 or higher cumulative GPA.

Conduct Standards

Suspension from school, whether the suspension is in-school or out-of-school, and academic integrity violations are grounds for immediate dismissal from NHS. Violations of the law or behavior contrary to Catholic moral teaching are also grounds for dismissal. Members are expected to maintain an excellent conduct record, which will be reviewed on a regular basis by the chapter advisor.

Attendance

Members are required to attend all NHS meetings, as well as major NHS service activities and any other event designated as mandatory by the chapter advisor. Conflicts with athletics or other co-curricular activities are not legitimate excuses for missing NHS events. Students are expected to complete an absence notification form prior to missing the event or meeting. The leadership team and advisor will determine whether a “strike” should be applied.

Service Expectations

- Members must commit to a service project for the year. Each project must be approved by the chapter advisor and must fulfill a genuine need within or outside of the school community. The following forms of service will not be considered: mandatory service events such as Pledge Detroit!™; babysitting for relatives or family friends; singing in a church choir; lectoring or altar serving at a church service; volunteering for a political organization or campaign; any service work for a relative, neighbor, or friend; any service done for a class, the school, or another co-curricular; and any service performed at your Senior Service site (even if outside of normal Senior Service expectations). If in doubt, members should consult the chapter advisor PRIOR to committing to the project.
- NHS members are also required to perform service to the school in at least three capacities (number may be adjusted based on school needs and the number of members). Such opportunities will include mini-class nights, fall orientation, parent-teacher conferences, and any other events as requested by the chapter advisor or the school administration.
- Every NHS member is required to assist at Open House. NHS Leadership Team members are expected to assist at the Induction Ceremony.

- Throughout the year, the chapter will sponsor selected school-wide fundraisers. Members must attend these events and must be actively involved in the planning and execution of the events. These events will not be considered as service projects.
- All service must be documented and submitted to the Leadership Team and advisor for approval. Falsification of service records or forgery of supervisor signatures will result in dismissal from NHS.

Involvement Expectations

- In addition to NHS, members are required to be actively involved in at least one other school-sponsored cocurricular (including athletics) throughout their senior year. Moderators and coaches must verify active involvement.
- Each semester, members are required to attend at least one off-campus athletic event for a sport other than football, basketball, or lacrosse. Signed verification of attendance must be provided to the Leadership Team and advisor for approval.
- The chapter may sponsor at least one leadership seminar throughout the course of the year. All members would be expected to attend and contribute to this seminar.

Section V: Discipline and Dismissal

Three-Strike System

NHS members will earn a “strike” for any of the following:

- Failure to document required activities by stated deadlines
- Failure to attend an NHS meeting without legitimate reason AND prior notice via email
- Failure to attend any required NHS-sponsored event
- Receiving disciplinary referrals (JUGs)

Probation

A student who acquires three strikes will be placed on probation. Strikes are cumulative throughout the entire school year. A student will also be placed on probation immediately for any of the following:

- Failure to maintain a 3.5 cumulative GPA
- Failure to complete membership requirements
- Behaving in a manner that warrants probation, as determined by the chapter advisor

The advisor and leadership team will meet monthly to discuss any membership concerns.

Probation is a warning period and lasts for three months. A student placed on probation will receive written notification from the advisor which will also outline the necessary steps the student must take to be removed from probation. If a student does not comply with these requirements, or if the student receives one additional check during the probation period, the student will be referred to the Faculty Council for dismissal.

Dismissal

Members may be dismissed from NHS for violations during the course of a probation period, as well as for serious misconduct and violations of academic integrity. In the event that the chapter advisor feels dismissal is warranted, the advisor will refer the membership concern to the school's Faculty Council, which will hold a hearing to investigate the concern. A majority vote from the Faculty Council is required to dismiss a member. In the event of dismissal, a student may appeal the case to the Appeals Committee, whose decision is final.

A student who is dismissed from NHS must return his NHS pin to the chapter advisor and may not wear the NHS stole at graduation. In accordance with national NHS policy, any student who withdraws from the chapter, whether voluntarily or involuntarily, is not permitted to rejoin the chapter at a later date.

Section VI: Verification of Activities

Service to the School and Other Service Projects

Verification will be expected in written form; the means for providing this may vary according to the specific duties required in the service. When forms are required, they should be submitted to the designated advisor or Leadership Team member by the stated deadline.

Co-curricular Involvement Verification Form

This form is due once per semester, on a date set by the Leadership Team. The form must be signed by the moderators/coaches of all co-curriculars listed on the form. These signatures will be verified by the chapter advisor. Only moderators and coaches can sign this form. Members must maintain active involvement in one co-curriculars (not including NHS) and offer meaningful contribution to that co-curricular during the course of each semester.

Athletic Attendance Verification Form

This form is due once per semester, on a date set by the Leadership Team. The form must be signed by a faculty member or coach present at the event. The signature will be verified by the chapter advisor. Parents, students, athletes, and non-faculty spectators cannot sign this form. Members must attend at least one off-campus athletic event per semester, other than football, basketball or lacrosse.

Verifying Other Requirements

- GPA will be verified by the chapter advisor and school registrar.
- Conduct will be verified by the chapter advisor and Dean of Students.
- Attendance at NHS and school events, such as chapter service events, Open House, orientation, and conferences, will be verified by the chapter advisor and Leadership Team. NHS Members must sign in with the advisor to be counted as present.



**St. Peter Canisius, SJ Chapter - National Honor Society
CO-CURRICULAR INVOLVEMENT VERIFICATION FORM**

Student Name: _____

Semester: ☐ Fall ☐ Winter

Co-Curricular Involvement

	Name of Club/Organization	Coach/Moderator Name & Signature
1		
2		

Please list at least one meaningful contribution to a Co-Curricular:

I certify that the information provided above is accurate to the best of my knowledge.

Student Signature: _____ Date: _____

For NHS Leadership Team:

____ Verified

Comments:

____ Logged

**St. Peter Canisius, SJ Chapter
National Honor Society**



**St. Peter Canisius, SJ Chapter - National Honor Society
ATHLETIC ATTENDANCE VERIFICATION FORM**

Student Name: _____

Semester: ☐ Fall ☐ Winter

Athletic Event

Sport: _____
(Cannot be football, basketball, or lacrosse)

Date of Competition: _____

Opponent: _____

Location: _____

Coach/Faculty Verification

Coach/Faculty Name: _____

Signature: _____ Date: _____

Student Signature

I certify that the information provided above is accurate to the best of my knowledge.

Student Signature: _____ Date: _____

For NHS Leadership Team:

____ Verified

Comments:

____ Logged

