



CAT National Honor Society Bylaws

Article I. NAME

The name of the organization shall be the Colegio Americano de Torreon National Honor Society (CAT NHS).

Article II. PURPOSE

The purpose of this organization shall be to identify and honor students from tenth to twelfth grades who exhibit the qualities of scholarship, leadership, service, and character. Further, the organization shall create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in our school and community in accordance with the CAT mission and vision.

Article III. POWERS

Section 1. Subject to approval of the high school principal, the powers vested in the organization are limited only by the imagination and initiative of its members to plan, organize, and carry out activities consistent with the purpose of the organization.

Section 2. Members are also eligible to participate in any opportunities (scholarships, conferences) offered by the National Council.

Article IV. RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

Section 1. Membership is open to all 10th through 12th grade students who meet the academic criteria (defined in Article V) and chosen by the faculty for their exceptional leadership, service, and character.

Section 2. Students who are invited to join CAT NHS and who remain members in good standing through their Senior year will be considered to have earned the compulsory hours of social service required by the Secretary of Education.

In the case of student who is inducted during Senior year, the number of social service hours will be one hour earned for each hour of participation in service activities (Children's Day, hospital visits, participation in Torreon Adaptive Games and the like. Meetings do not count as service).

Section 3. Members must maintain behavior at school that does not result in OSS, or an ISS for academic dishonesty, bullying, arson, or other dangerous behavior.

Section 4. Members must participate in all calendarized NHS activities (TAG, HECAT posada, 5K, Dia del Niño, NHS games, induction, NHS leadership conferences (unless specified), regular meetings, plus participate one committee with regular attendance (as defined by each committee).

- A. A member can be absent from a calendarized event with justification and 24 hours notice.
- B. A member who is absent from calendarized activities without justification more than once will have their "good standing" status removed for one semester (no recommendation letters) until the member demonstrates the commitment to regular attendance
- C. After 3 absences without justification, the member loses "good standing" for one semester, and loses one social service hour per hour of the activities missed
- D. A member who continues to be absent will be referred to the Faculty Council for consideration for dismissal.

Section 5. Members have the right to make suggestions regarding NHS policies, practices, and activities.

Article V. SELECTION & MEMBERSHIP

Section 1.

Membership nomination will be made at the beginning of the second semester each year. The counselor will provide a list of academically eligible students to the faculty adviser.

An academically eligible student will have a cumulative GPA of 90 or higher since grade nine, and will have demonstrated the qualities of leadership, character, and service as demonstrated in the information sheet and recommendation letter at the time of nomination.

In exceptional cases, a student with a cumulative GPA greater than 85 but below 90, who has shown outstanding achievement or rendered outstanding service to the school or community may also be considered eligible for membership. Students in this situation must request the information sheet from the faculty adviser personally.

Students with a cumulative GPA below 85 will not be considered for membership.

The faculty adviser, in conjunction with the High School administration, will compile a list of any disciplinary actions taken against academically eligible students since grade nine. Those students who have been disciplined for serious offences including, but not limited to: academic dishonesty, theft, fighting, vandalism, and insubordination will not be considered for membership. All others on the list will be considered eligible for membership consideration.

A nominee who commits an infraction of a serious nature resulting in ISS or OSS, will be removed from consideration for membership and has none of the rights detailed in section 2. A student in this situation may try to be nominated in subsequent years, but as with all nominees, are not guaranteed selection for membership.

The students eligible for membership consideration shall be called nominees. The nominees will be given a written letter informing them of their nomination. The letter will include the information sheet (see appendix A). The information sheet submission deadline is firm. No extensions or exceptions will be given.

Each information sheet is numbered so that nominees can be evaluated anonymously by the faculty council. Faculty council members will write Yes, invite or No, do not invite on a sheet attached to each information form. The reference numbers for each nominee will be kept only by the faculty adviser.

The faculty adviser counts the votes, but does not vote except in case of a tie. A nominee shall be invited to full membership with a simple majority vote of the faculty council.

Faculty council vote is the final decision for which nominees shall be invited to full membership, but shall not be considered a full member until after the formal induction ceremony.

Section 2.

Members are to maintain the standards by which they were selected. In case of misconduct or a fall beneath the standards of the National Honor Society (such as in GPA), a student will be given a warning in writing and adequate opportunity to correct the deficiency (usually one semester).

After two warnings, a due process hearing will be scheduled with the faculty council and the student to state their point of view.

Following the hearing, the faculty council members will vote to decide what action (if any) should be taken.

In the case of flagrant violation of school rules or civil laws the member may not be given a warning, but will still have the right to a due process hearing.

A student who has been invited to membership but has not been formally inducted who commits a flagrant violation shall have the invitation rescinded and not be eligible for membership again for at least one year.

Flagrant violation shall be defined as any malicious action contrary to the CAT student handbook, civil law, or the ideals set by the National Honor Society. These actions may include, but are not limited to: insubordination, academic dishonesty, possession of contraband materials, or knowledge of any dishonorable actions of peers that goes unreported.

Appeals of the faculty council decision following the due process hearing may be made in writing to the principal within fifteen (15) days of the due process hearing (see Constitution Article X section 6).

Article VI. MEETINGS

* Meetings shall be held twice per month with executive committee meetings occurring at least one day in advance.

* Special meetings may be called by the President or the faculty adviser with a minimum of two days notice.

* Meetings shall be held twice each semester

* Members are allowed a maximum of two absences per semester with justification and 24 hours advance notice for regular meetings, committee meetings, and NHS events.

* Absences due to school sponsored activities like STUCO, sports, model UN shall not be counted as absences if the member gives at least 24 hours advance notice of the scheduling conflict.

Article VII. OFFICERS' DUTIES

Section 1.

There shall be six officer positions: president, vice president, secretary, treasurer, historian, and STUCO link.

Section 2. Duties of the president

*The president shall abide by all rules and standards stated in the constitution and bylaws.

*The president shall remain in regular communication in person, via email or other means with the Faculty Adviser.

*The president shall plan and supervise the proceedings of all chapter meetings.

*The president must advise the membership before a decision affecting the organization is made.

*The president shall supervise voting procedures.

*The president shall comply with decisions made by the membership.

- *The president shall be the primary public liaison of the membership.
- *The president shall chair the executive committee.
- *In case the president is unable to fulfill his or her duties, the vice president shall fulfill them.

Section 3. Duties of the Vice President

- *The vice president shall abide by all rules and standards stated in the constitution and bylaws.
- *The vice president shall remain in regular communication in person, via email or other means with the president
- *The vice president shall attend all chapter meetings, and Executive committee meetings and advise the president on issues.
- *The vice president shall assume the duties of president in case of his or her absence.
- *The vice president shall be a public liaison of the members

Section 4. Duties of the Secretary

- *The secretary shall abide by all rules and standards stated in the constitution and bylaws.
- *The secretary shall keep minutes for all chapter meetings.
- *The secretary shall be responsible for preparing an agenda in advance of meetings.
- *The secretary shall be responsible for processing requisitions and reservations; either by doing it him/herself or assigning the task to an involved member.
- *The secretary shall be responsible for gathering information and preparing the annual report.
- *The secretary shall be a public liaison of the membership.

Section 5. Duties of the Treasurer

- *The treasurer shall abide by all rules and standards stated in the constitution and bylaws.
- *The treasurer shall be responsible for safekeeping of the petty cash fund.
- *The treasurer shall be in charge of fundraising activities for the chapter.
- *The treasurer shall perform all chapter transactions
- *The treasurer shall maintain records of transactions detailing credits, debits, and balance.
- *The treasurer shall report on budget changes at every meeting.
- *The treasurer shall be a public liaison of the membership.

Section 6. Duties of Historian

- *The historian is in charge of taking videos and photographs during the entire year.
- *The historian shall store videos, photographs, etc. of all event during the entire year.
- *The historian shall be in charge of all social media like *Instagram* and *Facebook* and update as soon as possible of past and upcoming events.
- *The historian shall ensure that the Google Calendar of events and meetings (both regular membership meetings and committee meetings) is up to date bi-weekly.
- *The historian must keep track of all NHS participations, events, raffles, documents, transmission of documents to the next historian etc.

Section 7. Duties of STUCO link

- *The STUCO link shall abide by all rules and standards stated in the constitution and bylaws.
- *The STUCO link shall have communication with the STUCO members during the entire year.
- *The STUCO link shall sure STUCO and NHS events are not in the same date.
- *The STUCO link shall be in charge of organizing any activity with STUCO.

Section 8. Prefects job description & selection

*2 or 3 prefects shall be selected by the the Faculty Adviser as needed to help keep the Adviser up to date on member attendance, keeping membership communication lines open, noticing when bylaw updates are needed, and other tasks delegated by the Adviser.

*Prefects will check in with the Adviser one time each week.

*Prefects answer to the Adviser, but are expected to remain members in good standing to maintain their position. (They are not officers in training.)

*Prefects shall also have some authority to create and coordinate events (like leadership conferences or other internal opportunities) under the approval and guidance of the Faculty Adviser.

*Prefects may occasionally be invited to Executive Committee meetings, but are not considered officers.

Article VIII. ELECTION OF OFFICERS

*Any member in good standing is eligible to hold office.

*To run for president, a member must have been a member in good standing for one school year

*Nominations shall be held in the final two or three meetings of the school year, before the induction ceremony

*A total of 3 meetings are needed to complete elections.

*Candidates for 2 offices will give their speeches at each of the 3 meetings (e.g. STUCO Link and Historian candidates will speak at the first election meeting)

*Elections will be held at the same meeting as candidate speeches. If needed, a separate meeting may be scheduled for voting.

*Officers shall be elected by majority vote.

*Ballots shall be secret.

*Officers may serve more than one one-year term.

*The faculty adviser shall preside over the ballots.

*The current officers who are NOT running for the office shall count the votes in the presence of the Adviser, who will act as the Election Judge.

*All ballots, for all positions will be counted on the final day of elections.

*Results will be announced publicly the first school day following the final election meeting once all the positions have been chosen.

Article IX. STANDING COMMITTEES

All committees shall have a leader who is not an officer, but each committee will also have one officer participant to support the leader with committee members as needed, but the officer shall not be responsible for the committee activities.

Section 1. Fundraising Committee

Section 2. Executive Committee

Section 3. Marketing / Public Relations Committee

Section 4. All other committees shall be decided on a year-to-year based on the interests and enthusiasm of the officers and the membership.

Article X. RATIFICATION OF BYLAWS

Bylaws -- except for Article V, which is developed by the faculty council and is not subject to member approval -- shall be voted on by the current membership, and approved by the faculty council and the high school principal.

Article XI. AMENDING BYLAWS

Provisions for amending Bylaws.

If changes to the bylaws become necessary, those changes shall be proposed in writing, distributed to the membership for review and discussion, and brought to a vote. A 2/3 (two-thirds) vote of the

membership is required to amend the bylaws. Changes to the selection procedures, discipline procedures, and dismissal procedures may only be made by the Faculty Council though the membership may make suggestions to the Faculty council for revision of the aforementioned three sections.

Ratified 7 May 2018

APPENDIX A

Nominee Information sheet

(Procedural note: The paper information sheet will be replaced with a digital version in Google forms beginning in 2018-19)

SUBMISSION DEADLINE: MONDAY, MARCH 12, 2018 AT NOON (12 PM) IN ROOM 216.
NO EXTENSIONS, NO EXCEPTIONS.

CAT NHS **Interest Information Sheet**

All juniors and seniors with a GPA of 90 or above may fill in this interest form for possible invitation to the CAT Chapter of the National Honor Society. Your invitation will be based on the following criteria. Please make sure you include all of the information listed in the form. Failure to do so will automatically disqualify you for the invitation into NHS.

Scholarship

The national standard minimum GPA for membership is 85, and our local standard is 90. Thus, we will consider special cases where a student's GPA falls between 85-89, but the student believes there is a mitigating circumstance or situation. The student in this case is responsible for asking for the interest information sheet from the adviser or an officer.

Leadership

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. This does not mean that you need to have had an official leadership position (like president or treasurer).

Service

Students are expected to perform volunteer service to the school or community. This is not necessarily organized social activities, but might also include things like recycling, cleaning up public spaces, and other positive community acts.

Character

A person of character is cooperative, demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others. Maintains a clean disciplinary record, and has never been involved in academic dishonesty of any kind.

If you have questions or doubts about this form please contact any NHS Adviser or Officer.

Lora Head (*NHS Adviser*) lora.head@cat.mx

Verónica Siller (*President*) 001657@cat.mx

María Sofía Ortuño (*Vice-President*) 001672@cat.mx

Francisco Porragas (*Treasurer*) 001668@cat.mx

Susana Müller (*Secretary*) 016432@cat.mx

Anilu Aguilar (*Historian*) 001848@cat.mx

Pamela Orduña (*Stuco Link*) 001775@cat.mx

Student Information

Name:
Current Grade Level:
Cumulative GPA (since 9th grade):
CAT email:

Note: The student's name should only appear on this page and in the recommendation letter. The student and his / her parents must complete the opt in or opt out portions of this form.

OPT OUT (not interested)

To be completed by the student:

I do not wish to be a member of the National Honor Society.

Name: _____

Date: _____

Signature: _____

To be completed by parent or guardian of student:

I understand that my child does not wish to be a member of the National Honor Society.

Name: _____

Date: _____

Signature: _____

OPT IN (interested) To be completed by the student:

I understand that completing and submitting this interest form does not guarantee selection to the National Honor Society. I attest that the information presented here is complete and accurate and written by me. If selected, I agree to abide the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability.

Name: _____

Date: _____

Signature: _____

[OPT IN, con't]

To be completed by parent or guardian of student:

I understand that completing and submitting this interest form does not guarantee that my child will be selected to membership in National Honor Society. I attest that the information presented here is complete and accurate.

Name: _____

Date: _____

Signature: _____

Email: _____

Part I. Recommendation Letter (attach to this page)

Student must ask a non-family adult (including teachers, coaches, ministers or priests, employers) for a letter of recommendation describing the student's character, values, or leadership potential that may help the student in his / her participation in NHS. Please include a phone number or email where we may contact the recommender for clarification if needed. (This letter may be in Spanish or English.)

Recommender's name: _____

Relationship to student: _____

Recommender's contact information (email or telephone) _____

NOTE: The student's name should not appear on this page or any following page.

Part II.

SERVICE

Answer each question in your own words in about six sentences.

What is service and why is it important?

What have you done of service in your daily life?

CHARACTER

Answer the question in your own words in about six sentences.

How do you know if a person has good character?

LEADERSHIP

Answer the following question in your own words in about six sentences.

What qualities does a leader have? How have you been a leader in your community?

ACADEMICS (required for students with a GPA below 90):

Answer the following questions in your own words in about six sentences.

Why do you want to be a member of NHS?

What skills do you have as a student and learner that suggest you meet the scholarship criteria of NHS in unexpected ways (that are unrelated to a high GPA)?

Ratified 7 May 2018