



St. John the Baptist School Honor Society of St. John Neumann By-Laws

Membership is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, leadership, service, citizen, and character, as prescribed by the Honor Society of St. John Neumann (HSSJN) and in accordance with St. John the Baptist School. The purpose of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of St. John the Baptist School.

Accordingly:

1. Students earning a cumulative average of at least 93.5% are eligible for consideration on the basis of service, leadership, citizenship, and character.
2. Students who are eligible scholastically should complete the Student Information Form for further consideration. This form outlines the candidate's achievements in service and leadership. This is not considered an application; it is supplemental information on which the council may base its decision.
3. Each student must submit three (3) Faculty Evaluation Forms with his/her Student Information Form. These forms serve as a testament to the student's character. *(Note: Faculty Evaluation Forms completed by three faculty members (to include at least two teachers of student's core subjects—Religion, English, Literature/Reading, Math, Science, Social Studies, Spanish); moreover, one of the faculty evaluations must be completed by a non-special teacher who is currently teaching the student. Principal or Vice-Principal are ineligible to complete Faculty Evaluation Form.)*
4. Student Information Forms submitted after the assigned due date will NOT be accepted.
5. The faculty council consists of up to five (5) voting faculty members appointed annually by the principal. No principal or vice-principal may be on the faculty council. Moreover, no faculty with immediate members of his/her family (defined as children and niece/nephew) in 4th grade or above may be on the faculty council.
6. The principal has the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members. The principal cannot serve as chapter advisor and is not a member of the voting faculty council. The principal receives appeals in the cases of non-selection candidates and the discipline or dismissal of members. The principal may delegate these rights to the vice-principal to act on his/her behalf.
7. The **academic** requirement is considered a highly important and must be maintained. In accordance with national standards established by the HSSJN, a student will first qualify by his/her demonstration of success in the area of **scholarship**. A student must maintain a 93.5% grade point average (G.P.A.) throughout 5th grade and through the application process in 6th grade. One admitted into HSSJN, if a member's a grade point average (G.P.A.) falls below a 92% in any one trimester, the member will receive a written warning and he/she will be given one trimester for making an improvement. If the member's GPA remains under a 93.5% at the end of the warning,

the student will be subject to disciplinary action by the Faculty Council, which may include dismissal from the chapter. Failure to maintain a 93.5% for three or more consecutive trimesters will result in dismissal from the chapter.

8. The **leadership** criterion is considered paramount for membership selection. The faculty council may interpret leadership in terms of the number of offices a student has held in a school or communication organization (ex: captain, representative, etc.); however, it is important that leadership also exists outside these bounds including effective participation in positions of responsibility.
9. The list is for consideration. It is not a checklist nor is it inclusive of all attributes associated with leadership. **The student who exercises leadership** includes:
 - a. Demonstrates initiative in promoting school activities.
 - b. Exercises positive peer influence in upholding school ideals.
 - c. Exemplifies positive attitudes.
 - d. Inspires positive behavior.
 - e. Demonstrates academic initiative.
 - f. Exhibits the attributes of one who is resourceful, a good problem solver, an idea contributor, and one who is dependable.
10. **Service** is generally considered to be those actions undertaken by a student which are done with or on behalf of others without any direct or material compensation and with a positive, courteous, mature, and enthusiastic spirit.
11. **Citizenship** is demonstrated through the mature participation in involvement with religious organizations and school clubs, Scouting, community organizations, and so on.
12. A person of **character**, as defined by HSSJN, demonstrates the following six qualities: trustworthiness, responsibility, fairness, caring, and citizenship.
13. This list is for consideration. It is not a checklist nor is it inclusive of all attributes associated with character. **The student of character** includes:
 - a. Takes criticism willingly and accepts recommendations graciously.
 - b. Consistently exemplifies desirable qualities of behavior.
 - c. Cooperates by complying with school regulations.
 - d. Demonstrates the highest standards of honesty.
 - e. Regularly shows courtesy, concern, and respect for others.
 - f. Observes instructions and rules.
 - g. Punctual inside and outside the classroom, including self and assignments.
 - h. Exhibits a good lifestyle consistent with his/her faith tradition.
14. Documentation of character may include the following sources: administrative records, conduct and behavior comments on report cards, conduct referral forms, and Faculty Evaluation Forms.
15. The leadership, service, and character of all candidates should be reviewed carefully.
16. Only completed applications by the due date will be reviewed by the Faculty Council; the due date is strictly enforced. Completed applications include: (1) Student Information Sheet (2) Faculty Evaluation Forms completed by three faculty members (to include at least two teachers of student's core subjects—Religion, English, Literature/Reading, Math, Science, Social Studies, Spanish);

moreover, one of the faculty evaluations must be completed by a non-special teacher who is currently teaching the student. Principal or Vice-Principal are ineligible to complete Faculty Evaluation Form. (3) HSSJN Checklist.

17. With the vote of each candidate, those receiving a majority of the vote of the Faculty Council should be invited to be inducted into the chapter. Indicate by marking accepted or rejected on the Faculty Council Evaluation Form.
18. Non-selected students must be weak in one or more of the criteria other than scholarship.
19. All non-selected candidates should be listed and have those criteria not met listed next to his/her name.
20. Each candidate will be notified by letter of the Faculty decision.
21. Candidates become members when inducted at a special ceremony.
22. Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.
23. Obligations of member include attending HSSJN meetings and participation in HSSJN events.
24. A violation of the law or school code of conduct, including conduct both inside or outside of school that is detrimental to the reputation of the school, may result in dismissal of a member. These violations include, but are not limited to: stealing, destruction of property, cheating, use of profanity, alcohol, or drugs, bullying and/or physical contact/force, excessive tardiness and/or unexcused absences, and so on. Moreover, dismissal may be warranted due to failure to maintain the required academic requirement as outlined in section seven (7) above. In all cases of pending dismissal, the member will receive written notification indicating the possible dismissal from the faculty advisor and/or principal/vice-principal; flagrant violations of the school code of conduct and the law can warrant disciplinary action without a written warning, although the student will still be notified. The member will be given the opportunity to respond to the charge against him or her (except in the case of flagrant violations). Dismissal will be reviewed by the principal/vice-principal. Dismissal may be appealed to the principal/vice-principal in writing; a subsequent meeting may be held. When a student is dismissed, he/she is no longer a member and may not be reconsidered for membership in the Junior National Honor Society.
25. The officers of the chapter shall be president, vice-president, secretary and treasurer. The president shall preside at the meetings; the vice-president shall preside in the absence of the president and keep record of members' attendance and participation in activities, events, and meetings; the secretary shall keep the minutes of meetings and be responsible for all official chapter communications; and the treasurer shall keep the record of chapter expenses and financial transactions. Officers shall be elected at the last meeting of each school year by a majority vote. 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. The faculty moderator will supervise all actions and communications of this club.
26. Bylaws will be posted for parent and student review.