

**National Honor Society Handbook**  
(Latest Revision 2016)

**Scotus Central Catholic High School**  
**John Dunn Scotus Chapter**

**Sponsor: Mrs. Dusel-Misfeldt**

## Nondiscrimination in Education Programs and Activities

The Scotus Central Catholic National Honor Society admits students of any race, color, natural, and ethnic origin to all rights and privileges of this organization.

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## Forward

For well over half a century the National Honor Society has worked to bring the achievement of outstanding high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend. Chapters in more than 20,000 secondary schools continue to strive to give practical meaning to the Society's dedication to scholarship, service, leadership, and character.

The National Honor Society will be vital only to the extent that local chapters are vigorous and creative in their activities. Although vigor and creativity do not come from the rules and regulations discussed in this handbook, some rules are necessary and useful. But the National Honor Society chapter that is true to its leadership responsibilities will go beyond these rules. It will design and maintain its own program for using the talents of its members for the benefit of the school and community.

# Scotus Chapter Handbook

(Latest Revisions were done to Article XIII & XIX in 2016)

## **Article I Name and Purpose**

### Section 1.

The name of this chapter shall be the John Dunn Scotus Chapter of the National Honor Society of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society duly signed by the National Secretary.

### Section 2.

The object 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 all students of Scotus Central Catholic.

## **Article II Membership**

### Section 1.

Membership of this chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based upon outstanding scholarship, character, leadership, and service. Once selected members have responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character.

### Section 2.

Members shall be known as active members while attending Scotus Central Catholic.

Members shall be known as graduate members once each has graduated from Scotus Central Catholic. Graduate members shall have no voice or vote in chapter affairs.

### Section 3.

The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, or citizens in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

### Section 4.

New members shall be inducted in a special ceremony. The ceremony procedure is outlined later.

### Section 5.

Members who are seniors in good standing are eligible to be nominated by their chapter to compete in the National Honor Society Scholarship Program.

Section 6.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a new member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7.

Members who resign or are dismissed are never again eligible for membership or its benefits.

**Article III  
Faculty Council**

Section 1.

The faculty council shall consist of five faculty members who agree to serve for a term of one or more years. The faculty council members must be agreed upon by the current officers of NHS and school administration.

Section 2.

The chapter advisor shall sit in on the faculty council meetings, but is not a voting member of the faculty council.

Section 3.

The faculty council shall meet once a year to select members and at additional times if necessary to consider dismissal, non-selection, or warning cases.

Section 4.

The selections done by the faculty members are final. The chapter advisor may not alter these selections.

Section 5.

Appendix B of this constitution explains the faculty council procedures.

**Article IV  
Selection of Members**

Section 1.

To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class.

Section 2.

The candidate must have a cumulative grade point average of 93.0% or higher on a 100 point scale. (A 92.5 etc. is NOT acceptable, must be at least a 93%). Candidates must be in good standing in the school – meaning they have no offenses as are constituted by the Activities Training Rules.

Section 3.

Candidates shall be evaluated from a candidate form on the basis of service, leadership, and character.

Section 4.

The selection of members to the chapter shall be by majority vote of the faculty council. The selections done by the faculty members are final. The chapter advisor may not alter these selections.

Section 5.

The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Section 6.

Selection to the Scotus Chapter of National Honor Society Procedures.

1. Those sophomores, juniors, and seniors who have a cumulative grade point average of 93.0% or higher and have no infractions of the Activities Training Rules, shall be given a letter stating that they are eligible for the Scotus Chapter of National Honor Society.
2. Those students who receive a letter may obtain a candidate form from the chapter advisor. The advisor will announce the due date for the candidate forms. Candidate forms must be TYPED and completed with no parts absent.
3. Forms not turned in by the due date and time announced will NOT be considered, even in the absence of a student on that day from school. The deadline is FINAL!
4. Once all forms are in, these will be given to the faculty council members to review.
5. The faculty council shall meet and select members based on the completed candidate forms. The selection of members to the chapter shall be by majority vote of the faculty council. The selections done by the faculty members are final. The chapter advisor may not alter these selections.
6. Newly selected members will then be notified in a letter. These newly selected members will then be invited to a special induction ceremony. Those who were eligible and filled out and candidate form, but were not selected for the Scotus Chapter of National Honor Society will also receive a letter stating such.

Newly selected members are **REQUIRED** to be at the ceremony. The ceremony will be in the evening with a reception following.

(Ceremony procedure in Appendix A.)

7. Selection of the membership is final and will not be further reviewed or discussed by the faculty advisor.
8. Parents of newly selected members will also be invited to attend the induction ceremony.
9. Once inducted, the members are then considered active members of the Scotus Chapter of National Honor Society. **As active members, all are expected to attend every meeting and as many functions as possible.**

## **Article V Officers**

### Section 1.

The officers of this chapter shall be a president, vice president, and three more officers. Officer titles may be changed by majority vote of the officers. This shall then be changed in the constitution of this chapter in all necessary sections of Article V.

### Section 2.

Any member in good standing may run for an office. A member on probation from the organization may NOT run for an office. A majority of votes cast shall be necessary to elect any officer of this chapter. An officer induction ceremony will be done each year. Ceremony procedures are found in Appendix D.

### Section 3.

It shall be the duty of the president to preside at the meetings of this chapter.

### Section 4.

The vice president shall fill the chair of the president in the president's absence. The vice president will preside as president the following school year. The vice president will be a junior so the following year the president will be a senior.

### Section 5.

The chapter sponsor shall keep the minutes of the meetings, a record of all business, and all records on file. The officers should divide up duties as needed for the completion of all activities.

### Section 6.

The chapter sponsor is in charge of all money raised and dispensed for the chapter. This is kept in an NHS fund routed through the school accounting department. Complete records must be kept and matched by the accounting department.

**Article VI**  
**Executive Committee**

Section 1.

The executive committee shall consist of the officers of the chapter and the chapter advisor.

Section 2.

The executive committee shall have general charge of the meetings and business of the chapter, but any action on the part of the executive committee may be subject to the review of the chapter as well as the chapter advisor who has automatic veto power.

**Article VII**  
**Supervision**

Section 1.

The activities of this chapter shall be subject to the approval of the chapter advisor and the school president.

**Article VIII**  
**Meetings**

Section 1.

The regular meetings of this chapter shall be held once a month during the school year on the approved days and as deemed necessary by the chapter advisor and/or executive committee.

Section 2.

The officers of the chapter shall be elected at the end of the school year.

Section 3.

Special meetings may be called by the president and/or chapter advisor.

Section 4.

All meetings shall be open meetings and shall be held under the sponsorship of the faculty advisor or the school president.

## **Article IX Activities**

### Section 1.

The chapter shall determine one or more service projects for each year. These projects must be approved by the school president.

### Section 2.

All members shall regularly 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 by the membership.

## **Article X Certificate**

### Section 1.

Each member of this chapter shall receive a certificate of membership-upon graduation. These will be handed out at the same time as the seniors receive the stole and tassel. (At the Awards Night is when this is currently done – as of 2001-02)

## **Article XI Dues**

### Section 1.

The annual dues for each member shall be subject to the approval of the executive committee of the chapter each year.

## **Article XII Amendments**

### Section 1.

This constitution may be amended by the chapter advisor and the school president. Suggested amendments may be made by the officers or members.

## **Article XIII**

### **Dismissal of Members**

#### Section 1.

There are six reasons that a member may be dismissed.

1. Failure to maintain a cumulative grade point average of 93.0% or higher at the end of each semester.
2. Character issues, such as, but not limited to, cheating, bullying, morality, etc.
3. In or out of school suspension.
4. Violation of the Scotus Activities Training Rules as is written in the student handbook and constitutes an offense against a student.
5. Student is involved in pregnancy (boy or girl)
6. Newly inducted seniors with cumulative grade point average below 93.0% at the end of the first semester of the senior year.

#### Section 2.

1. For dismissal for reason #1, a letter will be sent to the student and the parents to inform them that an infraction of the Honor Society pledge has occurred.
2. The student will then be considered on academic probation. The student will have one semester to show that he or she can uphold the academic standards of the Scotus Chapter of the National Honor Society.
3. Failure to show the ability to uphold the standards of the Honor Society after one probationary semester will result in dismissal. The member will be notified in writing of the violation and dismissal.
4. The member will then be given the opportunity to appear before the faculty council to explain the situation. After the appearance, the faculty council will meet and determine the continued membership or dismissal of the student.
5. The decision of the faculty council after this appearance is considered final.
6. If the student regains the cumulative GPA of 93.0% or higher in that semester, a letter will be sent stating that the student is once again in good standing with the organization.
7. A member may go on academic probation only once in his/her time as a member. If the cumulative GPA falls below a 93.0% a second time, the student will be dismissed from the organization.
8. If a student is dismissed for any reason, the member then is no longer considered a member of the Scotus Chapter of National Honor Society and forfeits all privileges of the organization.

9. Once a student is dismissed, he/she may NOT reapply to rejoin the Scotus Chapter of National Honor Society. Any dues paid are automatically forfeit once a student is dismissed.
10. If a student is inducted as a senior, there will be **NO** academic probation. If the senior's cumulative grade point average is not 93.0% or higher at the end of the 1<sup>st</sup> semester of his or her senior year, the senior will be automatically dismissed.

### Section 3.

1. For a violation of reason #2, a letter will be sent to the student and the parents to inform them that an infraction of the Honor Society pledge has occurred.
2. The student will then be asked to appear before the faculty council, NHS sponsor, and school president to explain the situation. Teachers or staff may be asked to give their interpretation of events. After the appearance, the faculty council, NHS sponsor, and the school president will determine the continued membership conditions or dismissal of the student.
3. Failure to show up for the faculty council appearance will be an admittance of guilt and will result in automatic removal from NHS.
4. The decision of the faculty council, NHS sponsor, and school president after appearance is considered final.
5. If the student is given conditional membership, after the length of the conditions, a letter will be sent stating that the student is once again in good standing with the organization. If, after the length of the conditions, the member has not met the conditions, then the member will be immediately dismissed.
6. If conditional membership is given, the student may have conditional membership only once in his/her time as a member. If the student must come before the faculty council a second time due to character issues, the student will be immediately dismissed from the organization.
7. If a student is dismissed for any reason, the member then is no longer considered a member of the Scotus Chapter of National Honor Society and forfeits all privileges of the organization.
8. Once a student is dismissed, he/she may NOT reapply to rejoin the Scotus Chapter of National Honor Society. Any dues paid are automatically forfeit once a student is dismissed.

### Section 4:

1. For a violation of reason #3, #4, #5, or #6 the member will be immediately dismissed as an Honor Society member.

2. If a student is dismissed, the member then is no longer considered a member of the Scotus Chapter of National Honor Society and forfeits all privileges of the organization.
3. Once a student is dismissed, he/she may NOT reapply or rejoin the Scotus Chapter of National Honor Society. Any dues paid are automatically forfeit once a student is dismissed.

## **Article XIX Scholarship Program**

### Section 1.

The National Association of Secondary School Principals works to stimulate scholarship in many areas, and its sponsorship of the National Honor Society Scholarship Program is an important expression of this concern. The scholarship program was established in 1945 with the appointment of the NASSP Scholarship Board, the first National Honor Society Scholarships were awarded the following year. Since that time, a number of companies and foundations have joined NASSP as regular and generous contributors. During the program's first 29 years, more than two million dollars were provided in scholarships and awards. Scholarships are not based on need, but awarded to members who are outstanding in scholarship, service, leadership, and character.

### Section 2.

As of the 2015-2016 school year, any senior of the Scotus Chapter of National Honor Society who is in good standing may apply for this scholarship. The chapter advisor will distribute information about the scholarship application when it arrives from the National Chapter each year.

## Closing Remarks

Through the years, millions of students in more than 20,000 public and private schools have been selected as members of the National Honor Society. These students have met the high standards of scholarship, service, leadership, and character maintained by chapters of the National Honor Society. Not only have they lived exemplary lives within their schools, these honor students have continued to be motivated by the challenging ideals of the Society.

The list of these outstanding National Honor Society graduates is most impressive and inspiring. Records of the more than 6,000,000 National Honor Society members in later life indicate the continuous and almost limitless development of the great potential capacities and talents of those who received recognition and encouragement by their election to membership in the National Honor Society in their high schools. They have become effective contributing citizens engaged in professional, technical, humanitarian, civic, military, commercial, and skilled artisan work. Many of the names, if given, would be readily recognized as known and distinguished individuals.

We salute all those who have gone on to distinguish themselves in the eyes of their fellowmen, ever living up to the four ideas – scholarship, service, leadership, and character – for which they were recognized in high school through election to membership in the National Honor Society.

# Appendix A

(Revised 2013)

## New Member Induction Ceremony Procedures

1. The date for induction shall be set on the next open date as soon after the application procedures are done to take place at the end of first quarter or beginning of second quarter.
2. Current officers shall decide upon committees and committee chairpersons necessary for a smooth induction ceremony.  
Possible committees needed:
  - A. Set up Little Theater – officers and committee members
  - B. Set up media center for refreshments – officers and committee members
  - C. Welcome and hand out program – committee members
  - D. Clean up crew – current junior members
  - E. Bring Refreshments
    - \*Seniors bring 1 dozen cookies or bars
    - \*Juniors bring 1-2L bottle of cold pop
  - F. Invite the teachers to join us
3. Items necessary to obtain or buy:
  - A. Refreshments: typically cake and pop
    - a. 1 full sheet cake is usually sufficient and has been purchased from HyVee in the past
    - b. Have students bring 2-L bottles of pop (10 – 2 L bottles will usually be enough) Have them bring them already chilled!
  - B. Plates, napkins, forks, cups
  - C. Taper candles in red, white, green, purple, and a bigger candle in yellow.
  - D. Table cloth for Little Theater and Media Center Tables

### Day of induction:

1. The morning of induction, officers should meet to discuss induction ceremony.
2. Little Theater Set- up
  - A. Hang banner on banner holder from Mr. Schueth's office.

- B. There should be a blue table cloth with the honor society things. If not, one can be purchased easily enough. Cover some type of table with the blue table cloth.
- C. Place the candle holders (also with honor society items) and candles on the table. The yellow, largest, candle should be lit before the ceremony starts. The rest of the candles are lit from the central yellow candle.
- D. Place enough chairs on the stage for the officers and sponsor.
- E. Each officer needs a copy of the reading and there should be a copy of the pledge to hand out to all new members.
- F. There should be enough small white candles for each new member and the president to have one.
- G. Reserve enough chairs in the Little Theater for all members, current and new (minus the officers).

#### Induction Ceremony:

1. All members, current and new, should meet in the Media Center 30 minutes or more before the start of the ceremony. The greeters should be at the door of the Little Theater to hand out programs. The necessary front rows should be marked for Honor Society members.
2. At the start of the induction ceremony, the current members process in, then the sponsor, followed by new members and then the officers.
3. The current president will give a welcome to all who are present.
4. The sponsor will offer a prayer.
5. The current president will present new members. The president and the other officers will proceed with the following ceremony.

## New Member Induction Ceremony

President: On behalf of the Scotus Chapter of the National Honor Society, I have the privilege of welcoming these students who have qualified as candidates for membership into our Society. The qualifications of this society are scholarship, service, leadership, and character. The emblem of this Society is the Keystone and the Torch which is represented on our banner. The Keystone bears at its base the letters C, S, L, and S which stand for the four principles of this organization. The light represents truth and knowledge.

Vice President: I light the red candle of scholarship. Scholarship means a commitment to learning. A student is willing to spend hours in reading and study because he knows the lasting benefits of a cultivated mind. We should continue to learn even when formal education has ended, for education ends only when our lives end. Knowledge is one great element in life which leads to the highest success, and it can be acquired in only one way – through diligence and effort. Learning furnished the lamp by which we read the past, and the light which illuminates the future. Each candidate has the charge to continually expand his world through opportunities inherent in scholarship.

Officer: I light the purple candle of service. Service can be expressed in various ways. In the routine of the day's work, many opportunities arise for help to others. Willingness to work without compensation or without recognition for the benefit of those in need, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities to the creation of a better tomorrow.

Officer: I light the green candle of leadership. Leadership should exert a wholesome influence on our school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice, the willingness to yield one's personal interests for the interest of others. A leader has confidence in him or herself and will go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed, and should be a compelling force for each of our members and the candidates.

Officer: I light the white candle of character. Character is the force in one person that distinguishes him or her from others. It is that without which no man can respect himself, nor hope to attain the respect of others. It is this force of character that guides men through life and, once developed, grows steadily. Character is achieved and not received. It is the product of constant action, daily striving to make the right choice. The problem of character is the problem of self-control. We must be in reality what we wish to appear to others. By demonstrating such qualities as reliability, honesty, and sincerity, we may hope to prove by example that we value character.

President: The following students have met these qualifications. Please come forward and receive your candle as your name is read.

One officer reads the candidate's names as the Vice President hands each candidate a candle and another officer hands the candidate a copy of the pledge. The candidate proceeds to the President who lights the candles. The candidate then proceeds to the back of the Little Theater stage with the lit candle. (Tell the candidates to be careful with the open flame because it is a tight fit on the stage.)

President: (As each candle is lit): "As I give light to you, so you give light to others."

Once all candidate's candles have been lit, the president leads the inductees in the pledge.

## Honor Society Pledge

As a new National Honor Society member, I am aware of the honor that is being bestowed upon me by my election to membership in this Honor Society. I do hereby pledge my allegiance to this organization. It shall be my earnest purpose to give unsparingly of my time and energy toward the promotion of all school activities. I will strive at all times to be a model student and will never knowingly bring reproach upon my club or my school. I pledge myself to uphold the high purpose of this Society to which I have been elected. I will strive in every way, by word and deed, to make its ideals the ideals of my school and of my life.

President: I present to you the new members of the John Dunn Scotus Chapter of National Honor Society. You may extinguish your flames, return the candles and pledge cards to the container, and return to your seats. All new members will receive their certificate at awards night of their senior year.

Now is the time for the sponsor to say a few words to the students and parents that are assembled. It is a good idea to remind all of the choices that they make both academically and outside of school that will affect their membership standing.

Before all should be dismissed, remind members to stay for a photo in the Activity Center and then dismiss to the refreshment area outside of the media center.

## Appendix B

### Faculty Council Procedures

1. Faculty council meets once annually to select members.
2. The faculty council will review the completed Scotus National Honor Society candidate forms turned in by the deadline date for consideration of membership.
3. Candidates are then voted on by the faculty council based on candidate forms and faculty discussion. Faculty council may reject any candidate form if any form has sections left blank.
4. Candidates must receive majority vote of the faculty council to be considered a new inductee.
5. Vote of the faculty council is final and will not be reviewed or changed by the faculty advisor.
6. Following selection, candidates will be notified of their admittance to the Honor Society by the chapter advisor.

Appendix C  
(Revised 2016)

National Honor Society - National Scholarship Selection Procedures

1. A scholarship applicant must be a senior at Scotus Central Catholic High School. The applicant must be a member in good standing in the Scotus Chapter of National Honor Society. A member in good standing is one who is active in the organization and is not on probation.
2. As of the 2015-2016 school year, any and all seniors in good standing may apply for the scholarship competition.
3. Those seniors who decide to apply must complete the online application with all required recommendations.

## Appendix D

### Officer Induction

(Revised 2013)

1. The date for induction will be set for a morning before school before the seniors are dismissed for the year.
2. The Little Theater should be set up much the same as for new member induction. (See Appendix A)
3. There need to be enough chairs on the stage for current officers, new officers, and the sponsor.

## Officer Induction Ceremony

The current president will welcome all members.

The sponsor will offer a prayer.

Then the sponsor will continue with the ceremony.

NHS Sponsor:

The installation of any group of officers is an important and serious occasion. The members of the Scotus Chapter of National Honor Society have indicated their faith and trust in these newly elected officers to serve for the coming year. Their service and accomplishments depend largely on the cooperation of the membership.

The National Honor Society is founded upon the principles of scholarship, leadership, service and character. In all your undertakings, may you always keep in mind these guiding principles.

Scholarship means a commitment to learning.

Character is the force within each individual which distinguishes that person from others.

Service is the willingness to work for the benefit of those in need without monetary compensation or recognition.

Leadership is the main focus of today's induction. Leadership should exert a wholesome influence on the school. A real leader strives to train and help others to attain the same objective. The price of leadership is sacrifice – the willingness to yield one's personal interests for the interest of others. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist, they are ineffectual without the guidance of wise leaders. Leadership is always needed; thus, to lead is an important responsibility for each of our members and to the newly elected officers.

(Lights the candles on the table.)

Will each retiring officer step forward as your name is called and receive a lighted candle, symbol of the flaming torch of freedom and knowledge, and reminding us to bear forward the searching light of truth and to lead others to follow the light.

Retiring Officers:

Incoming Officers:

Social Director:

Dev. Person:

Secretary:

Vice President:

President:

(Lights a candle for each retiring officer and gives it to him/her as the officer's name is called.)

Outgoing officers, you now have the candles which you will pass on to your successors. You have worked patiently to make this a respectful organization. We thank you for all your efforts. You have added to the history of this organization. Now, as I say the name of your successor, please pass on the lighted candle.

(Sponsor says the names of the new officers and each passes on the candle.)

New officers, in accepting these offices you have indicated your willingness to give the best in time and effort to carry out the principles of the National Honor Society. Yours is a great responsibility as well as a privilege. The world today, as never before, needs faithful and efficient leaders, and our school is looking to you to lead its students. With this in mind, do you pledge your best efforts to these offices you now accept? If so, answer, "We do".

(New officers reply "We do")

May your light blaze forth for a successful year and, at the expiration of your term of office, may it be passed on with the satisfaction that much was accomplished for the welfare of our school and organization.

Please extinguish your flames and be seated.

Seniors will receive their membership certificates, stoles and tassels at awards night. Please try to be present to get yours. The stoles need to be returned the week following graduation. The tassels and certificates are yours to keep. The stole and tassel are to be worn at the graduation ceremony. Thank you to all of you for your willingness to participate in the activities and events we have done over the years. Congratulations on making it this far and best of luck to you in your future.

Let us pray:

We ask God to help us use our minds to the best of our abilities. Make our minds clear so that we will all lead and think correctly. Help us to continue to make good decisions remembering that you are always by our side. Jesus, help these new officers to lead this Honor Society with you at their sides. Amen.