

**Chapter Bylaws
of the
Oakland Mills High School Chapter
of the
National Honor Society
Adopted: September 2016**

Oakland Mills High School
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Article I – Name and Purpose

Section I:

The name of this chapter shall be the Oakland Mills Chapter of the National Honor Society of Secondary Schools.

Section II:

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 Oakland Mills High School.

Article II – Powers

Section I:

This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section II:

The Chapter Advisor(s) is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section III:

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, gender, and disability. This policy of nondiscrimination

applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

Article III – Membership

Section I:

Membership in this chapter shall be known as active, graduate, and probationary. Active members become graduate members at graduation. Graduate members have no voice or vote in chapter affairs. Probationary members do have a voice and a vote in chapter affairs, but are subject to dismissal if membership status is not improved (see Article IX, Section III).

Section II:

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.

Section III:

Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior class, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Oakland Mills High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 3.40.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
 - i. *Character* is one's moral and ethical quality, represented by a student's history of academic integrity.
 - ii. *Scholarship* is outlined by a student's GPA and the academic rigor of his or her classes. Candidates must have a cumulative weighted GPA of 3.40 or higher to be eligible.
 - iii. *Service* is defined as one's volunteer work in school and the community.
 - iv. *Leadership* is characterized by one's balance of extracurricular activities in the school and the community.
- e. Admission requires active participation in in-school and/or out-of-school activities.
- f. Participation must be verified by the signature, and the phone number or email of the sponsor on the Society application. The applicant must provide the phone number or an email message from the sponsor confirming participation.
- g. There will be a typed essay component to the application.

Article IV – Selection of Members

Section I:

The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter Advisor shall be the sixth, non-voting, ex officio member of the Faculty Council.

Section II:

Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. The Faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter Advisor(s).
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section III:

The selection of new active members shall be held once a year during the first semester of the school year.

Section IV:

Candidates become members when inducted at a special ceremony.

Section V:

Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section VI:

An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter Advisor(s).

Section VII:

An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this

member must maintain those requirements for this chapter in order to retain his or her membership.

Article V – Obligations of Members

Section I:

Annual dues for this chapter shall be \$20 inclusive. Dues will be payable to the chapter treasurer. If a student is unable to produce sufficient funds for a legitimate reason, such as said student receiving Free and Reduced Lunch, etc., that student, after turning in a parent letter of confirmation to the chapter Advisor(s), would be exempt from paying dues.

Section II:

Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section III:

Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section IV:

Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

Section V:

First year members must complete 24 hours of service during the school year. Returning members must complete 8 hours of service during the summer, and 24 hours of service during the school year.

Section VI:

Service hours counted completed for NHS may count as hours for other honors societies and vice versa.

Section VII:

Regarding absence from a meeting:

- a. If a student is absent from a meeting and the absence is pre-planned (due to tournaments, college visit, etc.), or is spontaneous (due to sickness, injury, etc.) the member must turn in an absence note to the Advisor(s) within 3 days after the meeting to have their absence excused. Two excused absences are allowed to each member each school year. Exceptions can be made in special situations if a member speaks to the Board of Officers and Advisor(s), who will then review the situation.

Article VI – Officers (The Board)

Section I:

The officers of the chapter shall be President, Vice President, Parliamentarian, Secretary, Treasurer, and Historian (see Section V).

Section II:

Student officers shall be elected three months before the end of the school year. All first year members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section III:

Self-nomination to the office of President, Vice President, Parliamentarian, Secretary, Treasurer, and Historian is permitted.

Nomination to any of the aforementioned offices by a peer is also permitted as long as the nominated member is present and gives their consent or accepts the nomination.

All nominations must be seconded by another member to be validated.

Members on probationary standing may not be nominated for office.

Section IV:

Voting shall be by secret ballot. A simple majority vote shall be necessary to elect any officer of this chapter. 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.

Section V:

Board Member Duties:

- i. The President will:
 1. Organize meetings.
 2. Coordinate and oversee Society events and activities.

3. Communicate with the Advisor(s).
 4. If necessary, serve as the spokesperson for the Society.
- ii. The Vice President will:
1. Assist the President in coordinating Board and General Meetings.
 2. Be a resource for information about Society matters.
 3. Organize various Society matters involving service activities, as delegated.
 4. Collect and keep records of all service hours from the members.
- iii. The Parliamentarian will:
1. Uphold order and parliamentary procedure during meetings based on *Robert's Rules of Order*.
 2. Take attendance at all meetings.
 3. Ensure a representative of the NHS officers attend general assemblies and report to the Executive Board about National Honor Society activities.
- iv. The Secretary will:
1. Record minutes during the Board and General Meetings.
 2. Keep records of list of members, dismissals, and other Chapter matters and report them to the Advisor(s).
- v. The Treasurer will:
1. Keep record of business expenses, dues, and all other financial transactions of the chapter.
- vi. The Historian will:
1. Take, retrieve and organize photos for all events, or of NHS members in action.

Section VI:

If members in good standing of the Chapter take issue with any action taken by the Board, they are guaranteed the right of redress.

During a meeting, any member may present a written redress of grievances about any action taken by the Board. To be considered for discussion, this petition must have the signatures of 10% of the population of the Society.

The issue will then be discussed, and appropriate action will be voted on during the Society Meeting.

Article VII – Meetings

Section I:

Regular meetings of this chapter shall be monthly. Special meetings can be called by the President with approval of the Advisor(s).

Section II:

This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section IV:

All general meetings are open to the public.

Section V:

Only active and probationary members will have a vote in Society procedure.

Section VI:

The goals of meetings include:

- a. Discussing possible service opportunities.
- b. Addressing any other society matters.

Article VIII – Activities

Section I:

The chapter shall determine one or more service projects for each year.

Section II:

All members are able to regularly participate in these projects.

Section III:

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.

Section V:

The chapter shall publicize and promote its projects in a positive manner.

Article IX – Discipline and Dismissal of Members

Section I:

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Oakland Mills High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section II:

A member can become a probationary member for any of the following circumstances:

- a. If a member's cumulative GPA falls below 3.40 weighted, they will be put on probationary status.
- b. If a member does not pay their dues by the given due date, they will be put on probationary status.
- c. If a member has an unexcused absence from a meeting, they will be put on probationary status.
- d. If a member does not turn in their required service hours by the end of the year, they will be put on probationary status.

Section III:

In order to be removed from probationary status, a member must do one or more of the following:

- a. If a member is on probationary status for the reason of low GPA, they must raise their cumulative GPA to the required 3.40 weighted by the end of the next marking period and write a three hundred word letter of apology to the officers explaining the reasons as to why the GPA fell below the threshold.
- b. If a member is on probationary status for the reason of not paying their dues by the given due date, they must pay their dues by the next meeting, and write a three hundred word letter of apology to the chapter treasurer that will be reviewed by the officers.
- c. If a member is on probationary status for the reason of missing one meeting, they must write a three hundred word letter of apology before the next meeting that will be reviewed by the officers. The officers will determine whether or not the member may be removed from probation.
- d. If a member is on probationary status for the reason of not turning in the required number of service hours by the end of the year, they will write a five hundred word essay with their apology and/or any extenuating circumstances to be reviewed by the officers. They will also make up any unfinished hours during the next school year or summer, so that the required number of hours for that member are completed upon graduation. Seniors who do not complete all service hours by graduation will not receive their cords.

Section IV:

- a. An officer can be put on probationary status for any of the above reasons, as well as for a lack of character shown by unprofessionalism within NHS or outside of that setting. Unprofessionalism can be, but is not limited to, a serious lack of respect for other people, disregard for feelings of other people, disregarding their duties as an officer, or harming other people in any way. Unprofessionalism is decided on by a secret vote among all officers, and is counted as a probationary status if that vote yields a two-third majority vote.
- b. If an officer is put on probationary status for any reason, he/she will have to meet the requirements for that offense **and** write a five hundred word letter of apology to be read to the membership as a whole, to be voted on by secret ballot for a two-third majority to be reinstated as an officer of the group.
- c. Other officers or members may provide at most a 2 minute counterclaim before the vote if they feel the defending officer is unfit to remain in office.
- d. If an officer is not approved to be reinstated, they may remain a member of NHS if they choose, and their offense will be treated as a normal probationary member with possible dismissal as specified later.
- e. In the case of an officer being dismissed, their duties will be shared among the remaining officers, and there will not be a vote to replace said officer to avoid conflict of interest. However, if two or more officers are dismissed, an emergency vote can be held with the entire body for a simple majority in which any member in good standing can run. The emergency vote will only be held if the remaining officers decide that it is necessary to the functioning of the governing body as a whole.

Section V:

Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to: DWI; stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section VI:

Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section VII:

In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the Advisor(s) or Faculty Council. The member and Advisor(s) will

discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.

- b. Hearings will be held before the Faculty Council prior to the vote on dismissal.
- c. On how a hearing proceeds, the members who proposed the dismissal will receive five minutes to list their grievances of said member. During this time, only they will be able to speak. The member facing a pending dismissal then will be given five minutes to respond to the charge against him or her. The member will be allowed to be accompanied by his or her parent and or an optional witness who may speak on behalf of him or her. There may be a three minute question period where the Faculty Council may ask questions. The Faculty Council will then vote on whether to dismiss. A two-third majority vote of the Faculty Council is needed to dismiss any member.
- d. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the Advisor(s).
- e. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- f. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section VIII:

In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article X – Ratification, Approval, and Review

Section I:

These bylaws will be approved upon receiving a two-thirds affirmative vote of all active and probationary members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section II:

- a. These bylaws shall be reviewed and voted on every year by the active and probationary members of the chapter, and a two-thirds majority vote is required in order to be ratified.
- b. In the event that a two-thirds majority vote is not passed, the officers will revise the bylaws and hold another vote. Until that time, the laws from the previous year will hold.
- c. If any NHS member so chooses, he or she may suggest bylaw edits to the officers, and the officers must review and consider any edits given.

- d. If a edit to the bylaws is submitted in writing to the Officers with one third of the signatures of the membership, the revision must be reviewed in the next meeting and voted upon.

Article XI – Amendments

Section I:

These bylaws may be amended by a two-thirds affirmative vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV(selection) and IX(dismissal), which are developed by the Faculty Council with the approval of the principal.

Section II:

Bylaws must be made available to all members.