

**Oxford Chapter
National Honor Society
By-Laws**



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ARTICLE I: NAME AND PURPOSE

Section 1—The name of this chapter shall be the Old Oak Chapter of the National Honor Society of Oxford Area High School.

Section 2—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 Oxford Area High School.

ARTICLE II: MEMBERSHIP

Section 1—Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2—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 3—Eligibility

- a. Candidates eligible for election to this chapter must be members of the junior, 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 Oxford Area High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 3.5 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1—The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting five faculty members appointed by the advisor(s) and approved by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2—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 and recommendations 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 adviser.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section 3—The selection of new active members shall be held once a year during the first semester of the school year.

Section 4—Candidates become members when inducted at a special ceremony.

Section 5—Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6—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 adviser.

Section 7—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 IV: DISCIPLINE AND DISMISSAL

Section 1—Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Old Oak 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 2—If a member's cumulative GPA falls below the standard in effect when he or she was selected (weighted 3.5 GPA), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3—If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4—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 5—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 6—In all cases of pending dismissal:

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

- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. 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 adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. 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 7—In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

Section 1—The officers of the chapter shall be president, vice president, secretary, treasurer and historian.

Section 2—Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer and must complete the NHS Officer Nomination Form and submit to the advisor at least two weeks prior to the last meeting date. All active members of the chapter are eligible to vote.

Section 3—A 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 4—It shall be the duty of the president to:

- a. Create the agenda for all meetings with the advice and consent of the other officers and the advisor and shall be open to input from all members regarding the content of agendas.
- b. Preside at all meetings of the National Honor Society.
- c. Chair the Blood Drive Committee
- d. Plan a rough calendar for the NHS year: service projects, selection process for new members, induction ceremony, elections, etc.
- e. See to it that the chapter performs a group community service project each semester. At least one project must be organized by the vice-president; the other project may be organized by any officer.
- f. Organize the induction ceremony of new members and shall appoint current members to fill various roles in the ceremony.
- g. Speak at the induction ceremony in some capacity.
- h. Ensure that NHS Student Information Forms for prospective members are available to all those interested at the beginning of each year.

- i. Ensure that the selection process of new members runs smoothly by making the information form (or revising the old student information form), helping the advisor coordinate a faculty selection committee and distributing decision letters to all applicants.
- j. Make sure that all candidates for office are aware of officer requirements and conduct elections for the following school year.
- k. Coordinate an officer installation ceremony/ celebration at the end of the year.
- l. Maintain communication with the advisor regarding all NHS matters.
- m. Maintain communication with the other officers and hold them accountable for performing their duties.
- n. Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- o. Call at least one general assembly meeting each month.
- p. Shall remind members of each general meeting via announcements on the morning announcements and/or email.
- q. Make sure that attendance is taken at each meeting and inform absent members of what they missed at a meeting.
- r. Miss no more than one meeting per year (barring extenuating circumstances).
- s. Set an example of scholarship, leadership, character and service for others to follow.

Section 5— It shall be the duty of the vice-president to:

- a. Preside at all meetings and perform all presidential duties in the absence of the president (See above for presidential duties).
- b. Chair the Tutoring committee
- c. Assist the president in keeping up-to-date on the various workings of any existing committees.
- d. Perform any duties delegated by the president.
- e. Speak at the induction ceremony in some capacity.
- f. Set an example of scholarship, leadership, character and service for others to follow.

Section 6—It shall be the duty of the secretary to:

- a. Keep and publish minutes of all meetings.
- b. Chair the Membership committee
- c. Keep accurate attendance of all meetings and projects and inform the advisor of any members who miss more than two meetings or who do not participate in service projects.
- d. Notify the president of members who have missed a meeting so that the president may update them.
- e. Collect a copy of all NHS agendas, speeches, induction ceremony scripts, selection packets, election procedures, officer requirements, community service guides, individual service logs and any other written material to establish and maintain continuity and traditions.
- f. Compile and maintain information about current members' individual community service activities that will be shared with new inductees.
- g. Assist the president in reminding members of any committee duties, induction roles, service project dates and individual log sheet due dates.
- h. Speak at the induction ceremony in some capacity.

- i. Set an example of scholarship, leadership, character and service for others to follow.

Section 7— It shall be the duty of the treasurer to:

- a. Maintain with the advisor a running financial record of all income and expenditures for the current year.
- b. Collect dues and ensure that all members pay dues.
- c. Chair the Charity Fundraising committee
- d. Purchase any necessary items for the chapter: induction ceremony supplies, NHS cords/tassels for seniors, etc.
- e. Speak at the induction ceremony in some capacity.
- f. Set an example of scholarship, leadership, character and service for others to follow.

Section 7— It shall be the duty of the historian to:

- a. Maintain record of events participated in by National Honor Society
- b. Chair the Community Outreach committee
- c. Take pictures at events and distribute pictures to school yearbook and public relations officer(s).
- d. Assist in maintaining the National Honor Society website.
- e. Speak at the induction ceremony in some capacity.
- f. Set an example of scholarship, leadership, character and service for others to follow.

Section 9— In the event that an officer is disciplined or removed from the National Honor Society, an election shall be held to fill the vacancy at the earliest convenience.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1—The executive committee shall consist of the faculty adviser(s) and the chapter officers.

Section 2—The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

Section 1—Meetings of this chapter shall be held monthly on the last Thursday of the month that falls on a regularly scheduled school day. The meetings will be held at 7:00 am in the LGIA.

Section 2—This chapter shall conduct its meetings according to Robert's Rules of Order.

Section 3—All chapter members are expected to attend all regularly scheduled chapter meetings.

Section 4—Members shall not miss more than two regularly scheduled meetings per school year.

ARTICLE VIII: COMMITTEES

Section 1—The following committees are established by the local chapter for members to participate in.

- a. Blood Drive Committee
- b. Membership Committee
- c. Community Outreach Committee
- d. Tutoring Committee
- e. Charity Fundraising Committee

Section 2—Each committee should schedule a meeting separate from the NHS general meeting at least once per month.

Section 3— Projects organized by these committees 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 4— Each member shall have the responsibility for choosing and participating in at least one of the committees listed above. Members shall maintain a record of and report their participation in committee activities, and other school and/or community service activities each semester, by February 1 and June 1 respectively. Each member is expected to complete a minimum of 15 hours of service per school year of which at least 5 hours should be devoted to school service and 5 hours should be devoted to community service.

Section 5—Each committee shall publicize its projects in a positive manner.

ARTICLE IX: EMBLEM

Section 1—Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2—Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3—Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

ARTICLE X: DUES

Section 1—Annual dues for this chapter shall be \$20 per year for current members, payable to the treasurer by the end of the first marking period.

Section 2—Induction dues will be \$25 and will be payable to the chapter treasurer within 30 days of induction. Induction Dues will include receipt of an NHS t-shirt.

ARTICLE XI: POWERS

Section 1—The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2—The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3—These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1—These 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. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2—Bylaws and amendments must be consistent with the constitution of the National Honor Society.