

National Honor Society

Odem Chapter

By laws

(revised 2/15/15)

Article I

Name and Purpose

Section 1. The name of this organization shall be the Odem Chapter of the National Honor Society of Secondary Schools (NHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Odem High School.

Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

Article II

The Principal

Section 1. The principal has the authority to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty as Chapter Adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may server consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members. In cases of appeal, the same criteria for selection of candidates will be be used in the appeal process as was used with the Faculty Council.

Article III

The Chapter Adviser(s)

Section 1. The Chapter Adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 2. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among faculty, administrators, students, and the community.

Section 3. The Chapter Adviser shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Adviser shall send the annual report to the national office.

Section 4. The Chapter Adviser shall regularly review each member for compliance with Society standards and obligations.

Section 5 The Chapter Adviser shall help the chapter officers understand and carry out their duties.

Section 6. The Chapter Adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Article IV

Faculty Council

Section 1. The faculty Council shall consist of five voting faculty members appointed annually by the principal. The Chapter Adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (See commentary pages of the National Handbook regarding the functions of the Faculty Council.)

Section 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

Article V

Membership

Section 1. Membership in this chapter is an honor bestowed upon a student. Selection for membership is by vote of the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. 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 advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposed of National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

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

Section 5. A National Honor Society member who transfers from another school and provides a letter from the former principal or Chapter Adviser documenting the student's membership will be accepted as a probationary member of the Odem Chapter. Transfer members must pay dues within 2 weeks of enrollment, unless proof of payment is provided from the previous school, and meet the Odem Chapter standards within one semester in order to maintain membership.

Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits.

Membership Responsibilities

Section 1. Membership in the National Honor Society is a privilege, not a right. All members are required to complete service projects and maintain the standards which were the basis of their selection for membership in this chapter.

Section 2. Chapter dues shall be \$20.00 per academic year. Inductees, as well as returning members shall pay dues to the Chapter Adviser prior to the election of officers. The election

shall be held no later than 1 week before rehearsal of the induction ceremony. Failure to do so will result in disciplinary action and will jeopardize membership.

Section 3. Members shall be required to attend all regular and called meetings during each school year. After two (2) unexcused absences from a meeting or activity, the member will receive a written warning and appear before the Chapter Adviser and Executive Committee to explain him/herself. After three (3) unexcused absences the member will appear before the Faculty Council to explain him/herself. The faculty council may consider dismissal from the chapter at this time (Article XIV)

Section 4. All members are required to attend the annual NHS New member induction Ceremony held each year.

Section 5. Members will be required to participate in all group service projects. Members must also complete in individual service project. Only members completing their service projects and other responsibilities will be allowed to wear the NHS stole at graduation ceremonies.

Section 6. All members will act in a manner that is fitting of a member of this organization. Any member being assigned ISS (in school suspension) will appear before the Faculty Council, at an appointed time, within two weeks of the ISS assignment, for possible dismissal.

Good standing

Section 1. End of Year: Members who have not fulfilled service requirements may be dismissed from NHS. A letter will be sent to the member to inform them that they have not met the requirements of membership. The member will meet with the Faculty Council to discuss and determine consequences.

Section 2. Seniors: Seniors who fail to fulfill all the requirements of membership will be referred to the Faculty Council for dismissal and will not be eligible to wear the NHS collar or be designated as an NHS member in the graduation program.

Section 3. Maintaining Standards: NHS members are required to maintain the same level of performance in all criteria that led to their selection, including scholarship, service, leadership, and character. Those members who fail to meet these requirements may be dismissed from NHS.

Article VI

Selection of Members

Section 1. To be eligible for membership, the candidate must be a sophomore, junior or senior and must completed one full semester at Odem High School.

Section 2. Candidates for membership must have a minimum cumulative scholastic average of 88. All grades from all courses taken, beginning with Grade 9, shall be used to determine the student's grade point average.

Section 3. Students eligible scholastically shall be notified and informed that, for further consideration for selection, they must complete the student activity information form in full. Teacher recommendation forms for each candidate must be turned into the adviser. The selection of members shall be made by the Faculty Council after careful consideration and discussion.

Section 4. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society. To determine NHS membership the Faculty Council utilizes the candidate's Student Activity Information Form; non binding input from administration, faculty and candidates; teacher recommendation forms; and the criteria for membership which follows.

Criteria for Membership

1. Scholarship: A student must have a minimum cumulative scholastic average of 88. Students meeting the scholarship criterion are invited to complete a Student Activity Information Form.

2. Leadership and Service: The Student Activity Information Form, distributed and an announced meeting for eligible students, provides the Faculty Council with information regarding the candidate's leadership, service and job experience. A history of leadership experiences and participation in extracurricular activities and community service is also included in the Student Activity Packet.

LEADERSHIP-The student who exercises leadership:

- Is resourceful in recognizing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes and inspires positive behavior in others
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work, and in school activities

SERVICE-The student who offers service:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in outside activity that demonstrates service to the community
- Volunteers dependable and well-organized assistance
- Is gladly available and willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interschool competition
- Performs committee and staff work without complaint

3. CHARACTER- The student who:

- Takes criticism and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Manifests truthfulness in acknowledging obedience to rules, avoids cheating in school work, and shows unwillingness to profit by mistakes of others
- Actively helps to rid the school of negative influences or environment
- Attends school regularly (no excessive unexcused absences) , is punctual to classes and activities

Article VII

Induction Ceremony

Section 1. Candidates for membership shall be inducted at a special ceremony at a time designated by the Executive Committee.

Section 2. Candidates who cannot be present at the induction ceremony are obligated to notify the Chapter Adviser prior to the rehearsal for the ceremony.

Section 3. Candidate who do not attend the special induction ceremony and fail to notify the adviser are ineligible for membership until the following academic year.

Section 4. Candidates who do not attend the induction ceremony due to reasons accepted by the adviser, shall be probationary members, pending the next induction ceremony, and shall have no voice or vote in chapter affairs until that time.

Article VIII

Meetings

Section 1. The chapter shall have regular meetings during the school year on days designated by the Executive Committee and in accordance with school policy regulations.

Section 2. The President and/or Adviser may call special meetings as needed.

Section 3. All meetings shall be open meetings and shall be held under the sponsorship of the Chapter Adviser.

Section 4. All meetings shall be conducted according to Robert's Rules of Order, Newly Revised, as possible.

Article IX

Activities

Section 1. Each chapter shall determine two or more group service projects for the year.

Section 2. All members shall participate in these projects.

Section 3. Each member shall have the responsibility for choosing and participating in an individual service project (ISP) that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. The project must be created, planned and carried out by the individual member and must have prior approval of the Chapter adviser. The project should involve a minimum of six hours of work and be completed by a date set by the Chapter Adviser.

Section 4. Each member shall complete the ISP log sheet and turn it in to the Chapter Adviser by the due date. Graduating seniors must complete their projects and have their forms in by the due date in order to fulfill requirements needed to wear the NHS stole during graduation ceremonies.

Article X

Chapter Officers

Section 1. An election of officers will be held no later than the last chapter meeting of the academic year. Elections will be held by secret ballot.

Section 2. Officers shall be elected by a majority vote of the members voting. Graduating seniors shall not be allowed to vote.

Section 3. Only members in good standing will be allowed to vote.

Section 4. All officer candidates must remain in good standing.

Section 5. For each office, the candidate receiving the most votes will serve the following academic year in that position.

Section 6. Officers are under the supervision of the chapter adviser and may be disciplined or dismissed from the office for failure to perform the duties of the office or failing to remain in good standing.

Section 7. Dismissal from NHS automatically removes the member from the office held.

Section 8. In the event of a vacancy, the Faculty Council will appoint an officer for the remainder of the academic year.

Officer Responsibilities

Section 1. The officers shall be President, Vice-President, Secretary, Treasurer, Historian, Parliamentarian and Reporter.

Section 2. It shall be the duty of the Officers to attend all Executive Committee meetings.

Section 3. The President must be a second-year member. Duties include

- Preside at all meetings of this chapter
- Appoint necessary committees
- Serve as ex-officio officer on all committees
- Delegate responsibilities to members
- Organize, plan and lead to ensure the overall success of the chapter.
- Work with the chapter advisers to plan a calendar of activities for the upcoming year
- Plan regular meetings and prepare agendas for a general chapter meeting monthly.

- Coordinate the planning & implementation of the induction ceremony and reception.
- Meet with interested collaborators/sponsors
- Ensure that the chapter fulfills all chapter standards.
- Meet/update/present chapter status to advisors monthly.
- Share in the responsibility of planning, conducting, implementing, and coordinating service projects.

Section 4. The Vice President must be a second year member, if possible. Duties include

- Fulfill the president's duties in the absence of the president
- Assist the president in the completion of duties as needed
- Keep attendance records at chapter meetings and record them.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Participate in planning and implementing the induction ceremony and reception.

Section 5. The secretary must be a senior member if possible. Duties include

- Keep accurate minutes of all meetings of the chapter and Executive Committee.
- Compose and send chapter correspondence as needed
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Participate in planning and implementing the induction ceremony and reception.

Section 6 The Treasurer must be a senior if at all possible. Duties include

- Keep all financial records of chapter expenditures
- Present a financial report at the regular meetings
- Collect annual membership dues
- Track member participation in service projects
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Participate in planning and implementing the induction ceremony and reception.

Section 7 Historian duties include

- Keep a record (written, photographs, videos, etc.) of chapter activities and event.
- Prepare and submit announcements for all NHS activities and meetings.

- Take pictures of service projects/ activities to include in the chapter scrapbook
- Participate in planning and implementing the induction ceremony and reception.

Section 8 Report duties include

- Update members on chapter activities
- Inform the public of the chapter's events through school and local newspapers.

Section 9 Parliamentary duties include

- Keep order during chapter meetings

Article XIII

Executive Committee

Section 1. The Executive Committee shall consist of the officers of the chapter and the Chapter Adviser.

Section 2. The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations of the chapter, and determine and perform such other duties as are specified by the bylaws. All actions and recommendations of the Executive Committee shall be subject to review of the Faculty Council and the chapter membership.

Section 3. The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. This includes chapter activities except those concerning the selection, discipline, and dismissal of members, which are the domain of the chapter's Faculty Council.

Article XIV

Dismissal from Membership

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of those rules and regulations shall be available.

Section 2. Members who fall below the standards which were the basis for their selection (scholarship, service, character) shall be promptly warned in writing by the Chapter Adviser and given a proper amount of time to correct the deficiency. Failure to correct the deficiencies in any of the areas of selection criteria will result in a meeting with Faculty Council to determine

membership standing. Members may be given a warning, placed on probation, or dismissed from NHS.

Section 3. In the case of violation of school rules or civil laws, a member does not have to be warned but may be placed on immediate probation pending a dismissal hearing.

Section 4. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings for NHS violations.

Section 5. The Faculty Council will review each dismissal as and determine if dismissal is warranted by a majority vote.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal of the campus.

Section 7. Members who resign or are dismissed shall never again be eligible for membership or its benefits.

Article XV

Homecoming Queen Nominee

Section 1. The OHS NHS Homecoming Queen Nominee will be chosen by current NHS members by a simple majority vote at the time dictated by school officials.

Section 2. Candidates for the NHS homecoming queen nominee will be made up of senior girls who have been active members in good standing for two years (including their sophomore year).

Section 3. If there are no senior girls fitting the above criteria, senior girls inducted during their junior year may be included.

Section 4. If there are no senior girls fitting either of the criteria, the organization will not present a candidate.