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Oliver Wendell Holmes High School National Honor Society By-laws

**ARTICLE I**  
NAME AND PURPOSE

Section 1. The name of this chapter shall be the Oliver Wendell Holmes High School Chapter of the National Honor Society of Secondary Schools.

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 the members of our O.W. Holmes Chapter.

**ARTICLE II**  
MEMBERSHIP

Section 1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.

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. To be eligible for selection to membership in this chapter, the candidate must be a student in the junior or senior class and must have been in attendance for a period of at least one semester at Oliver Wendell Holmes or Business Careers High School.

Section 4. Candidates eligible for selection to membership in this chapter shall have a minimum cumulative grade point average of 89%. All seniors who can rise in scholarship to or above this standard at semester may be admitted to candidacy for selection to membership. Their eligibility shall then be considered on their service, leadership, and character. This scholastic level of achievement shall remain from candidacy to admission.

Section 5. Membership dues shall be a \$5.00 annual fee and shall be collected by a requested date from active members during the first month of membership. From seniors inducted in the second semester, dues shall be collected by a requested date before the end of the second semester.

**ARTICLE III**  
SELECTION OF MEMBERS

Section 1. The final 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 adviser(s) shall be the sixth, non-voting, ex-officio member(s) of the Faculty council.

Section 2. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine academic eligibility.
- b. Students who are eligible scholastically shall be notified and asked to complete the Student Activity Information Form for further consideration for selection.
- c. The faculty and administration shall be requested to comment on all candidates determined to be scholastically eligible.
- d. The Student Activity Information Form and faculty comments shall be reviewed by the Faculty Council.

Section 3. The selection of juniors for active membership shall be held once a year during the second semester of the school year. (Alternative or additional periods may be added.)

#### **Section 4. 7<sup>th</sup> semester admittance to NHS:**

A student may be admitted after the 7<sup>th</sup> semester if the following apply:

1. It is their first opportunity to be admitted to the organization
2. They meet the GPA requirement of the campus as of the 7<sup>th</sup> semester
3. They meet the other criteria required for admittance to NHS

The service hours required for membership in NHS would be prorated to be completed in the student's final semester.

Induction ceremonies for any student admitted to NHS after the 7<sup>th</sup> semester would be at the sponsor's and principal's discretion.

**\*Any student who was invited to join NHS prior to the 7<sup>th</sup> semester would not be eligible for admittance after the 7<sup>th</sup> semester.**

Section 5. An active member of the National Honor Society who transfers to this school shall be automatically accepted for membership to this chapter. This transfer member shall maintain the membership requirements for this chapter.

Section 6. An active member of the National Honor Society who transfers from this school shall be given a letter indicating the status of his/her membership, signed by the Principal and/or the faculty adviser(s), upon request.

### **ARTICLE IV OFFICERS**

Section 1. The officers of the chapter shall be president, vice president, recording secretary, activities secretary, treasurer, parliamentarian, Webmaster, and historian.

Section 2. Student officers shall be elected at the first meeting in September. All members are eligible to run for a position as an officer. The ballot shall consist of only those who have accepted the nomination and have been interviewed by the advisors.

Section 3. A majority vote and approval by faculty council and advisors 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 between the two top candidates based on plurality.

Section 4. It shall be the duty of the president to preside at the meetings for this chapter, coordinate with the faculty adviser(s), attend to committee responsibilities, coordinate AP scholarships second semester, manage all NHS activities, and determine the outline of membership meetings.

Section 5. The vice-president shall preside in the absence of the president and shall also coordinate the chapter service project, and make certain that the recording secretary gets all announcements.

Section 6. The recording secretary shall keep the minutes of meetings, maintain records of attendance at general meetings and ensure they are correctly and promptly posted by the Webmaster, correspond with members regarding status, obtain outline from committee meetings, and write thank-you notes for the chapter. The secretary shall also coordinate site for membership meetings, maintain publicity of NHS, coordinate announcements for meetings and activities and conduct social activities for NHS.

Section 8. The treasurer shall keep the record of business expenses, dues, etc. and handle all fundraising.

Section 9. The parliamentarian shall insure that meetings follow correct procedures and move swiftly. In addition, the parliamentarian is in charge of the induction ceremony.

Section 10. The Webmaster shall keep the web page current, including points, activities, events on campus, and future announcements.

Section 11. The historian shall keep a complete scrapbook for the chapter and attend to items regarding club paraphernalia including ordering member and officer shirts.

Section 12. In addition to individual officer responsibilities, each officer shall manage activities of assigned committee (Record of chapter service project, spirit activity, attendance, conduct of fundraising, and other assigned committee tasks; communicate by best possible means with each committee member; submit attendance record, and all points from each meeting to webmaster for posting)

Section 13. In the case of an individual's unsatisfactory fulfillment of Officer duties:

- a. All rules for general membership apply.
- b. Evidence must be brought to the attention of one or both faculty advisers by another officer, a member, or any member of the Holmes or Business Careers Faculty and Staff.
- c. If significant evidence exists, as deemed by the faculty advisers, the faculty advisers may request a Letter of Resignation from Officer Duties upon presentation of evidence to the Officer in question.
- d. The Officer may retain his/her membership status if he/she submits a valid Letter of Resignation from Officer Duties to the faculty advisers.
- e. If the Officer chooses not to turn in a valid Letter of Resignation from Officer Duties and further problems arise, the faculty advisers can elect to dismiss the individual from his or her officer position.

Section 14. If an Officer resigns from his/her officer duties or is dismissed from the organization, the remaining officers and the faculty advisers may elect to:

- a. Appoint a current member in good standings to fill the vacant office
- b. Disburse the duties of the office among the remaining Officers for the duration of the term of office.

## **ARTICLE V 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 review of the chapter members.

## **ARTICLE VI MEETINGS**

Section 1. Meetings of this chapter shall be on the second Wednesday of the month.

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

Section 3. Officer Meetings shall be on the first Wednesday of the month.

## **ARTICLE VII ACTIVITIES**

Section 1. The chapter shall adopt one specific service project each year that shall thereby be known as the chapter service project. This project is for community service to Holmes High School.

Section 2. All members shall actively and regularly participate in the chapter service project as well as in other various service projects within the community.

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.

Section 4. The faculty adviser(s) shall approve all service projects.

Section 5. The chapter shall publicize its projects in a positive manner.

Section 6. All active members shall be required to attain a total of 10 service points by April 1st of the school year.

Section 7. Service points earned during the summer vacation shall not be counted.

Section 8. Service project points shall be verifiable by a reliable second party (i.e. Other Officer, Faculty Adviser, Teacher, or Administrator or Project Administrator). Forms for verification will be available from the Faculty Advisor.

## **ARTICLE VIII DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Oliver Wendell Holmes Chapter of the National Honor Society. See Section 9 for dismissal procedures.

Section 2. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community. Failing to turn in service point slips by the date requested are grounds for probation. Probation has determined by the Faculty Council. One punishment will be the student not wearing the NHS collar in the graduation ceremony. Other punishments may be determined as necessary by the Faculty Council. If a student fails to meet probationary requirements by the date requested, he/she shall be dismissed from the chapter.

Section 3. Violation of any of the four expectations of NHS membership (Leadership, Scholarship, Service, and Character) may result in dismissal of a member. These cases shall be referred to a disciplinary committee comprised of seven members appointed by the executive committee.

Section 7. Offenders of the school code of conduct (ex. use of profanity, failure to comply, truancy, excessive tardiness, and all other offenses resulting in administrative referral etc.) shall receive written warning notification from NHS faculty advisors and/or committee. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school code of conduct, the member may be dismissed.

Section 8. Members who have two unexcused absences for regular membership meetings shall receive a written warning notification. Members who have three unexcused absences for these meetings shall be dismissed.

Section 9. Dismissal procedures:

- a. The member shall receive written warning notification of the reason for possible dismissal from the adviser/Faculty Council. The member and adviser shall discuss the written notification in a conference. Conference must be within 3 days upon receipt of the letter.
- b. The member may appeal the dismissal and shall be offered a hearing with the Faculty Council (and Principal if necessary) prior to dismissal (in accordance with due process identified in the National

Constitution). The member has the opportunity to present his/her defense. The Faculty Council shall then vote on whether to dismiss.

- c. A letter of dismissal shall be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the faculty adviser(s).
- d. When a student is dismissed or resigns, he/she is no longer a member and may never again be a member in the National Honor Society of O. W. Holmes High School.

**Appeal of NHS issues:**

1. Sponsor
2. Faculty Council
3. Principal (should be in writing)
4. Assistant Superintendent

Principal should not be directly involved at levels 1 or 2

Please note from the NHS Constitution:

Article V, Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Article V, Section 4. The principal shall receive appeals in cases of nonselection of candidates, and the disciplining or dismissal of members.