



Oxford Academy High School National Honor Society Chapter Bylaws



ARTICLE I: NAME AND PURPOSE

Section 1 - The name of this chapter shall be the *Oxford Academy High School Chapter of the National Honor Society*.

Section 2 -The purpose of this chapter shall be to create an enthusiasm for scholarship, to promote worthy leadership, to stimulate a desire to render service, and to encourage the development of character in the students of Oxford Academy 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, leadership, service, and character.

Section 3 - Eligibility

- A. Candidates eligible for induction to this chapter must be members of the junior or senior class. Students will not be inducted after the fall of their senior year.
- B. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at Oxford Academy High School.
- C. Candidates eligible for selection to the chapter shall have a minimum cumulative average of 90 or above in their freshman and sophomore year.
- D. 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 rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.
- E. Candidates eligible for selection to the chapter shall be required to have a recommendation letter from three faculty members.
- F. Upon meeting the grade level, attendance, SSL hour and GPA standard requirements, candidates shall then be considered based upon their service, leadership, and character.



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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 of seven faculty members. The chapter Adviser shall be the eighth, 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 National Honor Society Application for further consideration for selection.
- C. The faculty of Oxford Academy High School shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form outlined according to a predetermined rubric.
- D. The Faculty Council shall review the application and faculty evaluations in order to determine membership.

Section 3 - The selection of new active members shall be held once a year, following official distribution of sophomore year grades over the summer; the induction ceremony will occur by the end of November each year.

Section 4 - Candidates become members when inducted at the induction 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 will be signed by the principal or chapter adviser.

Section 7 – A student who is an active member of the National Honor Society who transfers to this school from another will automatically be accepted for membership in this chapter. The Faculty Council shall grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements in order to retain his or her membership.



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ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1 - Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the Oxford Academy 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 leadership and service in his or her school and community.

Section 2 - If a member's cumulative average falls below the standard in effect (90 or above) when he or she was selected, he or she will be given a written warning and a time period (generally of one marking 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 dismissal from the chapter.

Section 3 - If a member fails to perform any of the required 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. (Required obligations include the OASP phonathon, Crush 4 Your Crush Fundraiser, volunteering to usher at school events such as graduation, concerts, drama club productions, and helping with the Oxford Christmas Basket program.)

Section 4 - Violation of the law or school regulations as outlined in the discipline policy of Oxford Academy High School can result in the 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 at school-related activities.

Section 5 - Offenders of the school conduct code (such as the 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 from the adviser or Faculty Council indicating the reason for possible dismissal. 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 or not to dismiss a member. A majority vote of the Faculty Council is needed to dismiss any member.



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- C. The results of the Faculty Council vote will be expressed in a letter sent by the Faculty Council to the student, his or her parents, and the principal. Dismissed members must surrender any membership emblems to the adviser.
- D. The Faculty Council's decision may be appealed to the principal and afterward 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, treasurer, secretary, parliamentarian, historian, and two junior members at large.

Section 2 - Student officers shall be elected at the last meeting of the previous school year; any positions not filled at that meeting, including the two junior members at large, may be filled after the induction of new members in the fall. All returning active members are eligible to run for a position as an officer. 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. The following duties should reflect the responsibilities developed for officers in the local chapter:

Section 4 - President:

- 1) Chairs all meetings.
- 2) Acts as spokesperson for NHS at school-related events which involve NHS.
- 3) Acts as direct NHS representative to the principal, Faculty Council, and school board when necessary.
- 4) Speaks at NHS induction ceremony.
- 5) Sets executive board meeting times with the advisors.
- 6) Delivers annual report to principal and membership.
- 7) Works directly with and is answerable to NHS advisors.
- 8) Assumes all duties and responsibilities that may occur during the year.



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Section 5 - Vice-President:

- 1) Chairs meetings in the president's absence.
- 2) Sets the agenda for all meetings.
- 3) Chairs and directs all committees within NHS.
- 4) Receives reports from committees and passes them on to the executive board.
- 5) Sets executive board meeting agenda.
- 6) Works directly with and is answerable to NHS advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.

Section 6 - Secretary:

- 1) Acts as official recorder for all information regarding NHS.
- 2) Is the public relations director for NHS.
- 3) Records minutes of membership meetings and sees to their publication and distribution in a timely fashion.
- 4) Communicates directly with parents regarding induction ceremonies, graduation, etc.
- 5) Chairs the social committee.
- 6) Records executive board minutes.
- 7) Works directly with and is answerable to NHS advisors.
- 8) Assumes all duties and responsibilities that may occur during the year.

Section 7 - Treasurer:

- 1) Is responsible for all financial dealings with NHS.
- 2) Records all financial transactions.
- 3) Records and collects membership dues.
- 4) Provides a financial report to the executive board and general meeting as needed.
- 5) Provides annual financial report to principal and membership.
- 6) Works directly with and is answerable to NHS advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.

Section 8 - Parliamentarian:

- 1) Enforces rules at all member meetings.
- 2) Indoctrinates all members with the basic standards of Robert's Rules of Order.
- 3) Is the final decision regarding any questions from members.
- 4) Advises the president on all matters regarding the parliamentary inquiry.
- 5) Works with the secretary to ensure that correct procedures regarding minutes and agenda items are followed.
- 6) Works directly with and is answerable to NHS advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.



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Section 9 - Historian:

- 1) Is responsible for recording and monitoring all members service hours.
- 2) Maintains and keeps track of all paperwork regarding service hours for members.
- 3) Keeps accurate records regarding all NHS communications.
- 4) Archives all manuals, procedures, and programs to be used for future NHS advisors and/or members.
- 5) Works directly with and is answerable to NHS advisors.
- 6) Assumes all duties and responsibilities that may occur during the year.

Section 10 - Junior Representatives:

- 1) Are responsible for assisting the executive committee with meetings, fundraisers, and other NHS events.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1 - The executive committee shall consist of the faculty adviser, the chapter officers, and two junior representatives.

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 monthly.

Section 2 - All chapter members are expected to attend all regularly scheduled chapter meetings. If more than three meetings are missed without an excuse, members may be dismissed from NHS.

ARTICLE VIII: ACTIVITIES

Section 1 - The chapter shall determine one or more service projects for each semester.

Section 2 - All members shall regularly participate in these projects.



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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 - Each member shall have the responsibility of choosing and participating in an individual service project that reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5 - All members are required to participate in the annual spring phonathon. If a student is unable to work at the spring scholarship phonathon, then

ARTICLE IX: DUES

Section 1 - There are no annual dues for the Oxford Academy National Honor Society.

Section 2 - In lieu of dues, members may be asked to donate time or items for various fundraisers and events throughout the year. (Donations for Oxford Community Christmas basket and Crush 4 Your Crush may be required.)

ARTICLE X: 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.



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ARTICLE XI: 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.