

# O'Donnell High School National Honor Society

## Chapter By-Laws



### ARTICLE I: NAME AND PURPOSE

**Section 1** – The name of this chapter shall be the O'Donnell High School Chapter of the National Honor Society of O'Donnell 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 citizenship, and to encourage the development of character in students of O'Donnell High School.

### ARTICLE II: MEMBERSHIP

**Section 1** – Membership in this chapter shall be known as active and honorary. Honorary 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, citizenship, and character.

**Section 3** – Eligibility

- a. Candidates eligible for election to this chapter must be in the 10<sup>th</sup> grade or higher.
- 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 O'Donnell High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.2. 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, citizenship, and character.
- e. Student discipline records and teacher recommendations are highly considered in the membership selection process.

### 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 five faculty members approved or appointed by the principal. The chapter adviser shall be the sixth, non-voting, 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 accept the invitation.
- 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 and upon registering in X2Vol.

**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, citizenship, or service may be considered for dismissal from the O’Donnell 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 meetings, service, and leadership to his or her school and community.

Discipline Procedures Regarding an Infraction for:

- A Missed Meeting (UIL/Medical excuses are granted upon presenting documentation to the sponsor within 1 week),
- Loss of 3.2 GPA Requirement,
- Missing Mandatory Service Projects,
- Failure to Fulfill Obligations for Fall or Spring Service Hours by the Deadline, or
- Other violation of NHS By-Laws/Membership Requirements
  - First Demerit = Warning Status
  - Second Demerit = Probationary Status
  - Third Demerit (Letter)= Dismissal Hearing Held by Faculty Council.

**Section 2** – If a member’s cumulative GPA falls below the standard in effect when he or she was selected (3.2), he or she will be issued a demerit (warning) and a time period for improvement (one semester). 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, including obligations posted on the OHS webpage and published on meeting handouts, he or she will be given a demerit. If the obligation remains unmet at the end of the warning period or the student incurs another

violation of a club expectation, 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, 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. The member and adviser will discuss the written notification in a conference, if requested by the student. 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. Responses to the charges must be filed with the sponsor by the due date and meetings with the Faculty Council scheduled in advance. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. Failure to return a letter results in automatic dismissal.
- 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. 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. All officers are responsible for attending chapter meetings, as well as all officer meetings. Absence from those meetings will be addressed in the same manner as with all other members. If requested by the sponsor, all officers will be responsible for contacting members through the email addresses provided in x2vol.

**Section 2** – Student officers shall be elected at the last meeting of each school year or the first meeting of the new school year. All returning, active, senior 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 reflect the responsibilities developed for officers in the local chapter:**

**Section 4** – It shall be the duty of the president to organize any necessary materials/handouts/speakers and preside at the meetings for this chapter.

**Section 5** – The vice president shall preside in the absence of the president and shall help the president to organize any necessary materials/handouts/speakers.

**Section 6** – The secretary shall help with keeping track of member attendance and organizing Faculty Council meetings. The secretary must also organize group service projects and reach out to members lacking service hours.

**Section 7** – The treasurer and historian shall help with keeping track of member attendance and organizing Faculty Council meetings. The officers must also organize group service projects and reach out to members lacking service hours.

#### ARTICLE VI: EXECUTIVE COMMITTEE

**Section 1** – The executive committee shall consist of the faculty adviser 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 scheduled and announced.

**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. An excused absence from school on the day of a meeting (UIL activity, medical absence, college visit) will also excuse the student from that day's NHS meeting, provided they bring proper documentation to the sponsor within one week of the absence.

#### ARTICLE VIII: ACTIVITIES

**Section 1** – The chapter shall determine one or more mandatory and voluntary service project(s) for each year.

**Section 2** – All members shall regularly participate in these projects.

**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 chapter 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.

[Note: The content of this section parallels Article XV, Section 3 of the national constitution, revised 2005.]

**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** -There will be no dues for this chapter.

**Section 2** – O’Donnell High School will provide the collars worn at graduation. All collars must be returned at the end of the graduation ceremony.

#### 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 by-laws 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 by-laws 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** – By-laws and amendments must be consistent with the constitution of the National Honor Society. Additional articles can be added as needed.

*Date of Adoption: February 2017*