

Scholarship

Leadership



Bylaws
of the
Delton Osborn Chapter
of the
National Honor Society
of Secondary Schools,
Monroe High School

As derived, from the original constitution of chapter #11843, founded March 26, 1964. First draft version ratified June 1993. Final version ratified, June 1996. Last Revision: October 2002. This Revision Supersedes all previous revisions.

Character

Service

BYLAWS OF THE DELTON OSBORN CHAPTER OF THE NATIONAL HONOR SOCIETY OF SECONDARY SCHOOLS FOUNDED MARCH 1964, CHARTER NUMBER 11843

By ARTICLE XVII of the National Constitution (NATCONS), each chapter shall have its own by laws which ARE NOT subject to the approval of the National Organization, but MUST BE CONSISTENT WITH the NATCONS.

- Appendix A shall contain a detailed description of the qualities of scholarship, leadership, character and service as referenced herein.
- Appendix B shall contain a detailed description of parliamentary procedures for conduct of regular business meetings.
- Appendix C shall contain a listing of the current Standing Rules of Operation of the organization.

ARTICLE I – NAME OF ORAGANIZATION
(ADOPTED 11/6/91)

(1) "The name of the local chapter shall be: "THE DELTON OSBORN CHAPTER OF THE NATIONAL HONOR SOCIETY OF SECONDARY SCHOOLS," as adopted by the founding organization and as listed in charter #11843, granted March 26, 1964.

(2) For all but the most official communications the name may be shortened to 'Monroe High National Honor Society or Monroe High NHS'."

ARTICLE II – PURPOSE OF THE ORGANIZATION
(ADOPTED 3/18/92)

(1) "In keeping with the resolution of the national founding committee in 1921, the purpose of the organization shall be: 'The improvement of scholarship, and the elevation of academic work in the estimation of the general student body.'

(2) "Additionally, the organization shall promote and monitor the membership in the development of each member's qualities of scholarship, leadership, character and service."

ARTICLE III – POWERS

Powers of the organization are:

- (1) Assignment and termination of membership in the local and national organization
- (2) Awarding and revoking tokens of membership
- (3) Power to raise funds for chapter operation
- (4) Power to collect yearly dues in the amount of \$10.00 per year (ADOPTED 4/29/92)

The principal shall be the final authority on all decisions or actions of the chapter.

(REQUIRED BY NATIONAL CONSTITUTION)

ARTICLE IV – DEFINITION OF MEMBERSHIP

(1) QUALIFICATIONS FOR MEMBERSHIP

a- "Membership shall be based upon scholastic achievement, demonstrated leadership, exemplary character and involvement in service to scholarship. Membership is an honor conferred upon students, not a right" (REQ. BY NATCONS)

b- "Potential members shall have been enrolled for at least one semester at MHS". (REQ. BY NATCONS)

c- Potential and active members shall be in good standing with regard to school disciplinary policies (ADOPTED 12/5/92)

d- "Potential and active members shall maintain a 3.400 cumulative grade point average (on a 4.000 scale) with allowance for 'special courses' of alternate grading schemes. (ADOPTED 12/5/92)

e- "Potential members shall provide evidence of the qualities of leadership, character and service in writing to be reviewed by the Faculty Council".

-Nominees with a 3.400 or better cumulative average will be notified and must provide:

- 1-A written teacher recommendation addressing the qualifications of the candidate for membership.
- 2-A written recommendation from an adult community member attesting to the qualifications for membership
- 3-A personal essay describing the candidate's personal academic standards, views on service to the community and leadership activities. (ADOPTED 12/5/92)

(2) CATEGORIES OF MEMBERSHIP

"Membership shall be known as:

1-Active: Enrolled students maintaining or exceeding all standards and who have been duly selected for membership and formally inducted into the chapter. Active members enjoy all privileges of membership. Each half year of active membership shall be recorded on the official school transcript.

2-Graduate: Students who are active members as of the date of graduation. Graduate members enjoy all privileges of membership except voting on chapter business.

3-Probationary: Students who, as active members, have temporarily fallen below the standards for continuing membership, and who are working to correct the deficit to return to active status. Probationary members enjoy all privileges of membership, except voting on chapter business. Probationary half years are not counted on the official school transcript.

4-Terminated: Students who have not correct probationary status and have permanently lost active membership. Terminated members lose privileges of membership AND MUST RETURN ALL TOKENS OF MEMBERSHIP to the society BEFORE graduation (or replacement fee paid for lost or damaged tokens) (REQ. BY NATCONS)

5-Associate/Honorary: Non-members who are invited to join in the activities and functions of the chapter with an eye toward future membership and foreign-exchange students who are not legally eligible but are invited to join in the activities of the chapter. Associate members who become full members are entitled to full credit for associate half years.

(3) Privileges of MEMBERSHIP

"The privileges of membership include: the right and duty to attend all formal meetings of the chapter, the right to vote on official chapter business, the right to attend any and all functions arranged by the chapter, the right to wear the tokens of membership in the organization, the right to wear special tokens of membership and to sit with fellow members at the head of the graduating class during the commencement ceremony, the right to have the official society emblem affixed to school diplomas and official school transcripts, the right to officially documented recommendations to outside institutions regarding qualities of scholarship, leadership, character, and service as attested by the advisor and principal, the right to request assistance of the membership and staff of the chapter to aid in any problems related to scholarship and the right to nominations for any awards, scholarships, or other recognition under the purview of the chapter, the right to use the NHS membership card as a valid hall pass for ANY NHS BUSINESS during school (under the restrictions listed below) (ADOPTED 4/29/92)

PRINCIPAL'S RESTRICTIONS ON NHS CARD USE:

-Cards should only be used when the teacher has already given permission or expects the student to leave or to not appear in class. Passes should never be used as 'after-the-fact' excuses. Check with teachers BEFORE using the card.

-Members should not insist on the pass being valid, if challenged by staff. Any problems with staff not accepting the card as a valid pass should be reported to the advisor or officers as soon as possible and steps will be taken to correct the problem.

PRINCIPAL'S RESTRICTIONS ON NHS CARD USE (cont)

-In the event of misuse, normal school mandates on discipline apply; however, the principal will notify the advisor and Faculty Council of the situation and a review of the activities of the member involved will result in a recommendation of continued or terminated membership, to be sent to the principal. A member is entitled to discuss the situation with the committee and is entitled to an appeal of the recommendation to the principal.

(4) SELECTION OF MEMBERS

a-“Selection for active membership shall be based upon the decision of the faculty council that potential members have satisfied ALL requirements for membership.”

b-“All candidates for induction to the chapter MUST attend the formal induction ceremony which shall be held near the beginning of February each year. Candidates upon recitation of the NHS pledge and receipt of the tokens of memberships become active members.”

c-“The tokens of membership shall be: (1) Certificate of membership, (2) Personal membership card, (3) Gold NHS Tassel for commencement activities.”

(5) CRITERIA FOR CONTINUING MEMBERSHIP

a-“Active members shall show continuing progress in fostering the standards of the organization by:

-Maintenance of a 3.400 Cumulative Grade Point Average

-Exhibition of leadership and character by:

-Attendance at formal meetings with specifications:

i) Three absences from meetings during the year shall be subject

for membership review and possible termination of membership (ADOPTED 2/17/93)

ii) Written excuses for absence shall be considered (reasonable excuses negate the absence) IF SUBMITTED within one week of the absence for cases of extreme hardship (ADOPTED 11/6/92)

-Maintenance of good standing with regard to school discipline policies

-Involvement in at least one major chapter activity each half year

-Involvement in regular committee work in the chapter

-Attendance at the formal Induction Ceremony

-Submission of at least 9.0 hours of service in an approved project or organization by the posted due date each half year.

-Payment of \$10.00 yearly dues by the posted date.

(6) PROBATION/TERMINATION OF MEMBERSHIP

a-“Members failing to meet the above criteria by the end of a half year shall be assigned probationary status for the next semester. Probationary members must meet or exceed the above standards during the next half year to regain active membership. **SECOND SEMESTER SENIORS** are subject to review at the two-thirds point in the half year so that membership may be verified in time for graduation.

b-“Probationary members failing to return to active membership after one half year shall be terminated.”

c-“Probation occurring during the final half year of the senior year will result in immediate termination.

d-“Terminated members may appeal their status to the FACULTY COUNCIL OR PRINCIPAL for review.

e-“Terminated members **MAY NOT** be reconsidered for membership. (REQUIRED BY NATCONS)

(7) Special Concerns

a-“Members involved in athletics should be granted excusal from NHS meetings that conflict with competitive events or tryouts. Routine practices are NOT a reason for excusal.”

(Adopted 4/18/96)

ARTICLE V – MEETINGS

(1) Formal business meetings of the chapter shall be conducted following Parliamentary Procedure (per Robert’s Rules of Order) as outlined in APPENDIX B.”

(2) “Business meetings of the chapter shall be called to order only if a quorum is present. A quorum shall be a simple majority of all active members.” A quorum may be defined differently for our purposes, if necessary.

(3) “Business meetings shall be held at least once each month, outside of normal school hours.

(4) “Meeting times and agendas shall be posted one week in advance.” The NHS Bulletin Board shall be the official channel of communication.

(5) “Committee meetings shall be held as necessary and scheduled with an eye to the involvement of all members.”

ARTICLE VI – DUTIES OF OFFICERS, COMMITTEES, ADVISOR, AND MEMBERS

(1) “All officers shall be familiar with the national constitution, chapter bylaws, and Parliamentary Procedure. All officers shall keep a journal of their activities in the organization for use in the training of new officers.”

(2) “The PRESIDENT shall chair all business meetings, prepare the calendar and agendas, oversee the activities committee and shall stay informed of all aspects of chapter operation. The president is an ex-officio member of all committees.”

(3) “The VICE-PRESIDENT shall chair business meetings in absence of the president, shall be the chief assistant to the president in all chapter functions, oversee the review and bylaws committee and ORGANIZE THE INDUCTION CEREMONY.”

(4) “The SECRETARY shall keep minutes of all formal meetings, shall attend to all formal correspondence of the organization and oversee the service committee.”

(5) “The TREASURER shall keep all records relating to funding of the chapter, shall report on finances at each business meeting, oversee the fund-raising committee and prepare the year-end financial report.”

“Committee assignments are flexible within the executive committee. Officers are expected to meet at least ONCE EACH WEEK with the advisor.

(6) “The ADVISOR shall be appointed by the principal on the recommendation of the executive committee. The advisor shall be familiar with the national constitution, the chapter bylaws and all aspects of chapter operation; shall be ex-officio member of the organization, all committees, and the Faculty Council; shall be the primary faculty supervisor and representative at all chapter functions; and shall prepare the annual chapter report to the principal and National Organization. The membership may request a new advisor, through the executive committee. Any member may request a majority vote at a regular meeting for recommendations for a new advisor.”

(7) “The FACULTY COUNCIL shall consist of five faculty members selected by the principal on the recommendations of the executive committee. The council shall review candidates for membership and select candidates eligible for induction. The Faculty Council shall review members who fail to meet continuing standards and decide on membership status.”

STANDING COMMITTEES

(8) “The EXECUTIVE COMMITTEE shall consist of the Chapter Officers and the advisor as voting members. Additionally, officers or advisor may invite active members to assist as executive assistants (non-voting) members at meetings. The committee shall oversee operation of the chapter and prepare the agenda and materials for regular business meetings.”

(9) “The ACTIVITIES COMMITTEE shall be responsible for coordinating AT LEAST one major activity per year involving a majority of the membership. Also, the Activities Committee shall be responsible for strengthen group unity.” (Adopted 2/15/96)

(10) “The REVIEW AND BYLAWS COMMITTEE shall continuously review the rules of the organization and authorize necessary changes.

The REVIEW AND BYLAWS COMMITTEE (cont.)

If necessary, the committee shall propose additions or amendments to the bylaws for the approval of the membership.”

(Adopted 2/15/96)

(11) “The SERVICE COMMITTEE shall be responsible for assigning members to committees. The committee shall organize service opportunities, make decisions as to valid service hours, and review & record service hours. The committee shall monitor and review attendance at the general NHS meetings.”

(Adopted 2/15/96)

(12) “The FUND RAISING COMMITTEE shall be in charge of creating ways to increase available funds. Monies raised shall be used to cover expenses for the annual Induction Ceremony and any other activities the organization may sponsor. The FUND RAISING Committee shall be permitted to use up to \$200 from the account without authorization from the entire group.”

(Adopted 2/15/96) (AMENDED 10/21/00)

ARTICLE VII – ELECTION OF OFFICERS

(1) “Nominations: Members seeking election shall prepare a statement of qualifications and intent containing signatures of two other active members by a specified due date (usually one week before the next-to-last meeting of the year). The statements shall be posted for review by the membership before the election.”

(2) “Election: Officers shall be elected by a plurality of votes cast by ballot. In the event of a tie vote, balloting shall be repeated with the tying candidates as the only choices.”

(3) “New officers officially assume office at the last meeting of the year.”

ARTICLE VIII – METHOD OF RATIFICATION OF BYLAWS

“Ratification of Bylaws shall be by 3/5 vote of a regular business meeting, on an article-by-article basis and approval of the principal. Voting on articles shall be deferred to at least the next meeting after introduction.”

ARTICLE IX – METHOD OF AMENDING BYLAWS.

“Amendments to the bylaws shall be by 2/3 vote of a regular business meeting. Voting on amendments shall be deferred to AT LEAST the next meeting after introduction. Final approval by the principal is required.”

ARTICLE X – SCHOLARSHIP POLICIES

(1) NATIONAL SCHOLARSHIP: “An interested SENIOR member must submit an essay that concerns a topic from the national application. The faculty council will then review the essay and the member’s cumulative file in order to determine the two most qualified seniors for this scholarship.”

(2) SOCIETY FUNDED SCHOLARSHIP: “If the organization has sufficient funds to administer one or more “meaningful scholarships,” the following policy is to be used: An interested senior member must request the faculty council to review the cumulative file and any additional materials they feel are significant. The council will base their selection on the member’s cumulative record with the society and the additional material as it is relevant.”

*“Meaningful scholarship” is an award of sufficient size to be considered by the current membership as significant in contributing to the college funding of a member (Adopted 3/14/96)

APPEDIX C – BYLAWS

Summary of Standing Rules of Delton Osborn Chapter
National Honor Society of Secondary Schools

Last Update: 10/96

- 1 – The advisor shall be the principal parliamentarian for formal meetings (9/91)
- 2 – Committee meetings shall be held under INFORMAL rules unless formal procedures are adopted by current members (10/91)
- 3 – All members and their guests may attend any committee meeting for discussion and information. Only members who have elected to regularly serve on the committee may vote on binding issues. (10/91)
- 4 – Members who have a previous obligation to leave a formal meeting before adjournment are to arrange with the chairman BEFORE the start of the meeting, the exercise of PERSONAL PRIVILEGE to leave as previously arranged. The use of PRIVILEGE is NOT to be a regularly occurring event. (11/91)
- 5 – Members are expected to wear NHS insignia (pin and badge) at all school and NHS sponsored functions. (3/91)
- 6 – A special committee, “Public Relations/News,” be set up to distribute a newsletter before formal meetings and to create displays and press releases (10/92)
- 7 – Written explanations for absences from formal meetings shall be accepted as valid if the communication:
 - (a) is submitted BEFORE the specified meeting occurs
 - (b) shows the need to honor a commitment made BEFORE the meeting date was announced
 - (c) is not a recurring event for every meeting
 - (d) is not a declaration of ignorance of the meeting time (12/92)
- 8 – All members are expected to assist with normal operations of the organization, specifically:
 - (a) serving on committees
 - (b) assisting with records, distribution of materials and communication
 - (c) assisting other members with problems or obligations (12/92)
- 9 – Members who find it impossible or extremely inconvenient to attend committee meetings may offer alternative suggestions to the committee for providing “assistance in good faith.” Suggestions or requests for alternatives must be submitted in writing. (1/92)
- 10 – Members of committees who are unable to attend a particular meeting may deliver a “note-of-proxy” to another member who may then vote in committee on behalf of the absentee. A member may hold no more than one proxy per meeting. (2/92)
- 11 – Members are expected to wear NHS identification badges at all NHS sponsored functions. (2/92)
- 12 – Assistance at the Senior Prom by junior or other members shall NOT be considered community service toward the service hour requirement. (4/92)
- 13 – Assistance at school authorized functions (other than Prom, see above) shall be considered toward the service hour requirement (4/92)
- 14 – Formal and committee meetings must be posted at least 3 days in advance. (5/92)
- 15 – In case of extreme hardship, regularly scheduled service to the organization arranged with the advisor and executive committee may be substituted for attendance at formal meetings. (5/92)
- 16 – On a visit of the principal to a formal business meeting, all members:
 - 1) rise in greeting at the call “principal on the floor”
 - 2) a motion to suspend the rules be placed on the floor for the principal to address the assembly (1/96)
- 17 – Formal meetings should be announced in “Trojan Tales” and on broadcast announcements during the week of each scheduled meeting. (10/96)