

**Bylaws to the Constitution of the  
Old Mill Chapter of the National Honor Society**

**Article I: Name and Purpose**

Section I. The name of this chapter shall be the Old Mill Chapter of the National Honor Society of Secondary Schools.

Section II. The object of this chapter shall be to create an enthusiasm for scholarship, to support service, to promote and practice leadership, and to exhibit and encourage the development of character in the students of Old Mill High School.

**Article II: Membership**

Section I. Membership of this chapter shall be known as active and graduate. The graduate members have no vote.

Section II. Membership in the National Honor Society is both an honor and a responsibility. Students selected are expected to demonstrate the qualities for which they were selected: scholarship, service, leadership, and character.

a. **Scholarship** shall be demonstrated through:

- a cumulative unweighted GPA of 3.5 or above, and academic initiative

b. **Leadership** may be demonstrated through:

- successfully holding positions of responsibility; conduction of business efficiently and effectively
- being resourceful in the contribution of ideas and application of principles
- being resourceful, good problem solvers, and dependable
- display of a positive attitude, and positive influence upon others
- act as a role model within the school and community

c. **Service** may be demonstrated through:

- an earnest desire to assist others, and the showing of courtesy to others
- sacrifice of one's own time and effort to offer assistance whenever needed
- a commitment to school and community service

d. **Character** may be demonstrated through one and/or several of the following:

- upholding principles of morality and ethics
- the demonstration of honesty, self-discipline, and reliability
- manifesting truthfulness in acknowledging obedience to rules, avoiding cheating in life and work
- regularly showing courtesy, concern, and respect for others

Section III. All active members are required to earn a certain number of merits per semester, the number of merits will be determined annually. Failure to do so may result in probation and possibly dismissal.

Section IV. All active members will be held to the pledge which they took upon induction into the National Honor Society:

I pledge myself to uphold  
The high purposes of the National Honor Society  
To which I have been selected,  
I will be true to the principles for which it stands;  
I will be loyal to my school;  
And will maintain and encourage  
High standards of scholarship, service, leadership, and character.

Section V. 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 and signed by the advisor and principal.

Section VI. Upon the recommendation of faculty and/or the faculty committee, any members who fall below the standards which were the basis for his/her selection may be dropped from membership. (For details, see article III, dismissal).

### **Article III: Probation and Dismissal**

Section I. Any member who falls below the National Honor Society standards of scholarship, leadership, character, or service, may be put on probation and/or dismissed from the Old Mill High School chapter of the National Honor Society. In the case of flagrant violation of school policies and/or the ethical standards set forth by the NHS, a member does not have to be issued a warning before the faculty committee takes action.

- a. A flagrant violation of school policies including, but not limited to, the use of alcohol, drugs or tobacco on school grounds or at a school sponsored function which results in a disciplinary action by a school administrator will result in an automatic probation for the remainder of the semester
- b. Any case of an academic integrity violation resulting in a disciplinary action by a school administrator will result in an automatic probation for the remainder of the semester
- c. At the end of the semester of probation, the member may petition the faculty committee for full reinstatement. The member must contact the faculty advisor and provide a letter requesting reinstatement.

Section II. Once a member is placed on probation for any reason, he/she will remain on probation until the end of the semester in which the probation letter was given unless otherwise stated. Committing an additional offense while on probation shall constitute grounds for dismissal.

Section III. In the case of a pending dismissal:

- a. The member in question shall receive written notification of the reason for possible dismissal from the advisor/faculty committee
- b. The member will be offered a hearing with the faculty advisor(s) prior to dismissal (as required by the National Constitution), in which the member will have the opportunity to present their defense either orally or in writing. The committee will then vote on dismissal, and the decision to dismiss must be a majority of the faculty committee.
- c. A letter of dismissal shall be sent to the principal, student, and parents if dismissed.
- d. Members may appeal the Faculty Committee's decision to the principal.

Section IV. Dismissed students must surrender any membership emblems to the adviser, and may never again be considered for membership in the National Honor Society.

#### **Article IV: Selection Process**

Section I. The prospective candidates shall have spent at least one semester in Old Mill High School.

- a. Transfer Applications: Members who have transferred schools must show proof of being a member in good standing from their previous institution in order to enter into our organization. If the member is already on probation with their prior institution, they will have a period of one full semester in which to bring their academic performance in accordance with this chapter's academic requirements. If a member is not on probation but does not meet the academic requirement for this chapter, the member will be welcomed into the organization but will be placed on academic probation. The member will have a period of one full semester in which to bring their academic performance up to meet the requirements of this chapter.

Section II: The first period of eligibility will be in the spring semester of sophomore year and the last period of eligibility will be fall semester of senior year. Any student who is not invited to join NHS may apply during the next semester as long as other requirements are met.

Section III. Before the final selection and induction into NHS, the following will have occurred:

- a. Student's academic records will be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically shall have their names published and distributed to all faculty, counseling and administrative staff. Eligible students may complete and submit the Application for Membership indicating their intent to seek membership and stating their qualifications in the areas of service, leadership, and character. They will also have two members of the faculty of Old Mill High School sign a recommendation form on their behalf.
- c. Students must attend a pre-induction meeting where they will be informed of the principles and responsibilities accompanying being a member of the National Honor Society.
- d. Students will also learn about the principles of NHS during their Advisory class in all grade levels.
- e. The Application for Membership, faculty evaluations, and student discipline records, shall be reviewed by the faculty committee.

Section III. The selection of each member to this chapter shall be by a majority vote of the faculty committee.

#### **Article V: Officers and Duties**

Section I. The officers shall consist of a President, Vice-President, Secretary, Treasurer, Officer-at- Large, and Junior Liaison who are to be elected by receiving a majority of the vote.

Section II. The **President** shall:

- To preside at all meetings of the chapter. The vice president shall fill the chair of president if the president is absent.
- Create the agenda for all meetings with the advice and consent of the officers and the Chapter

Adviser(s).

- Presides at all meetings of the Old Mill High School National Honor Society.
- Appoints necessary committees and delegates leadership responsibilities of service projects and activities.
- Presides at the Induction Ceremony and delivers the speech on one of the pillars of NHS.
- Represents the Old Mill High School chapter of the National Honor Society at all public occurrences.
- Sees that the names of all persons who participated in each service project and attended each meeting are submitted online with the help of the Secretary and Treasurer in order that the Adviser may fulfill the responsibility of notifying and informing those not fully participating in the responsibilities of NHS membership.
- Maintains close communication with the Chapter Adviser(s).
- Sets an example of scholarship, leadership, character and service for others to follow.

Section III. The **Vice-President** shall:

- Preside at all meetings and performs all duties in the absence of the President.
- Coordinate and check on the planning of activities of the various committees and keep the President informed of their progress and problems.
- Perform any duties delegated by the President.
- Coordinate projects and help plan the calendar for the year.
- Deliver, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.

Section IV. The **Secretary** shall:

- Keep the minutes during meetings.
- Maintain current information for members in the NHS bulletin board.
- Keep accurate attendance at all meetings and service projects and report to the President and the Chapter Adviser(s), the names of any members who have become inactive.
- Help with all online information relating to attendance and activities
- Maintains correspondence with the President, Adviser, and the Administration and elements of the community when necessary.
- Collect all publicity, clippings, and/or photographs for the chapter.
- Deliver, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.

Section V. The **Treasurer** shall:

- Keep an accurate account of receipts and disbursements.
- Prepare the NHS Scholarship information by October of each school year.
- Recommends fundraising activities.
- Delivers, at the Induction Ceremony, the speech on one of the pillars of NHS.
- Sets an example of scholarship, leadership, character and service for others to follow.

Section VI: The **Officer-At-Large** Shall:

- Collect and bind all induction ceremony speeches for posterity. Make an effort to obtain whatever speeches were delivered in the past in order to build a collection and a tradition.

- Aid the secretary in press, publicity and photography tasks.
- Assure that there is a collection of photographs of NHS activities.
- Take pictures of all NHS events and activities
- Create PowerPoint Presentation for Induction Ceremony with the help of the other officers
- Make sure all pictures and the PowerPoint Presentation have been approved by all officers and advisers.
- Deliver, at the Induction Ceremony, the opening prayer.
- Sets an example of scholarship, leadership, character and service for others to follow.

Section VII: The **Junior Liaison** shall:

- Be responsible for assisting the new members in the processes of the Old Mill Chapter of NHS.
- Answer questions and lead the interest meeting for upcoming Juniors that will be applying to NHS.
- Assist the Officer-At-Large with all their duties.
- Take all photographs during the Induction ceremony.
- Sets an example of scholarship, leadership, character and service for others to follow.

## **Article VI: Faculty Supervision**

Section I. Shall consist of the adviser(s), the principal, and at a minimum, five members of the faculty committee.

Section II. Faculty Adviser(s)

- shall hold the immediate right of approval of all activities and decisions of the committee, and be non-voting member(s) to the faculty committee

Section III. Principal

- shall reserve the right to approve all activities and decisions of the chapter
- shall reserve the right to appoint and approve of advisors and/or members of the faculty committee

Section IV. Faculty Committee

- shall consist of at least five voting members, either elected or appointed
- shall convene at least once a year to review the procedures of the chapter, the selection of members, discipline, and dismissal.
- shall develop and/or revise the chapter procedures as needed

## **Article VII: Meetings**

Section I. The regular chapter meetings shall be held once a month. Attendance at these meetings are mandatory. If a member repeatedly fails to attend meetings without an excusable absence, being put on probation or dismissal is certainly a possible course of action.

Section II. Elections of officers for the upcoming school year shall be held at a meeting in the 3<sup>rd</sup> marking period .

- Members who wish to run for an elected office must be in good standing with dues paid and with no merit deficiencies.

- b. Newly elected officers will work with the current officer for the remainder of the second semester to learn the responsibilities of the office and to assist the current officer with his or her duties

Section III. Special meetings may be held upon the call of the president with approval of faculty adviser(s).

Section IV. All meetings shall be open meetings and shall be held under the sponsorship of the principal or one of the faculty adviser(s).

#### **Article VIII: Dues**

Section I. Each active member of this chapter will pay dues once a year in the amount of twenty dollars for expenses of the chapter and to cover the cost of the member's honor cords to be worn at graduation.

Section II. Induction dues in the amount of ten dollars will be collected from all new members to cover the expenses of induction materials listed, but not limited to: certificates, pins, refreshments, candles, folders, and other materials.

#### **Article IX: Amendments**

Section I. If any member wishes to propose an amendment to these By-Laws, they may do so at any meeting. It must be approved by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the faculty adviser(s). All amendments and bylaws must be consistent with the Constitution of the National Honor Society, as required by the National Council.

*Portions adopted from the Bylaws of Cut Bank High School, Camden County High School, Londonderry High School, St. Francis High School, and Severna Park High School*

**Please print out the last page, sign in and return it with your dues at the first General Assembly of the new school year. Please retain this copy of the by-laws for future reference.**

**Please print this signature page only and return it at the first meeting of the school year with your dues payment. This applies to both new and returning members. Failure to return this form does not exonerate you from the NHS Bylaws and will result in demerits issued. Please save these by-laws or print them out for future reference.**



I have thoroughly read the Old Mill Chapter By-Laws for membership in the National Honor Society and agree to abide by those requirements set forth. I understand that failure to do so will result in the consequence stated in the bylaws, which could result in revocation of my membership status. I am also aware that I am the member of NHS. As such, I will advocate for myself as needed. Rules are mine to follow, due dates are mine to keep, membership is mine to cherish.

NHS Member Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email (Please print clearly) \_\_\_\_\_

Parent/s and/or Guardian/s Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Please return this page with all required signatures, plus membership fees as outlined below to the September General Assembly meeting
- Members of the Junior class, AND seniors who were active members of NHS during their junior year: \$20.00
- **Dues scholarships are available upon request. Please email an adviser if this is needed.**

*There are no fundraising requirements for NHS. The dues are prescribed above are used for: Senior graduation cords, National membership affiliation, Awards and occasionally for philanthropic endeavors upon request. (Custodian recognition, etc.) At times we will accept material or monetary donations that are credited toward service hours, but these are limited per quarter. In these instances, it is expected that the service member will earn the funds personally through a paid job or doing extra jobs around the house. Please make checks for dues out to OMHS or Old Mill High School. Thank you!*