

**National Honor Society
Chapter Bylawsⁱ
Xenia High School Chapter
Xenia, OH**

- I. Name:** The name of this organization shall be the Xenia High School Chapter of the National Honor Society.
- II. Purpose:** The purpose of the Xenia High School National Honor Society shall be to create an enthusiasm for scholarship, stimulate a desire to render service to the school and community, promote leadership, and develop good character in students of Xenia High School.
- III. Powers of the Organization:** The Xenia High School National Honor Society shall determine the time and place of their regular meetings, determine the Chapter service project, determine fundraising activities, plan and carry out the membership tapping and induction ceremony and the officer installation, provide input for scholarship nominations and other input requested by school groups.
- IV. The Principal:** The Principal shall reserve the right to approve all activities and decisions of the Chapter and of the National Honor Society Faculty Council. The Principal shall annually appoint a National Honor Society Faculty Council of five staff members. The Principal may receive recommendations for National Honor Society Faculty Council members from the Chapter Advisor and present Honor Society members. The Principal shall maintain annual school and Chapter membership in the National Association of Secondary School Principals (NASSP).
- V. The Chapter Advisor:** The Chapter Advisor shall be responsible for the direct day-to-day supervision of the Chapter and act as a liaison between faculty, administration, students, and community. The Chapter Advisor shall maintain files on membership, Chapter history, activities, and financial transactions. The Chapter Advisor shall complete and send the annual activity report to the national office. The Chapter Advisor shall review each member for compliance with Society standards and obligations throughout the year. The Chapter Advisor shall help officers and chairman understand and carry out their duties.
- VI. The Faculty Council:** The National Honor Society Faculty Council shall be a committee of 5 Xenia High school staff members, assigned each year to serve on the Council by the Xenia High School Principal. The Xenia High School Chapter Advisor chairs this committee and is a non-voting sixth member of the National Honor Society Faculty Council. The National Honor Society Faculty Council develops, approves, and implements member selection and dismissal procedures.
- VII. Membership:** Membership is an honor bestowed upon a student by the National Honor Society Faculty Council on behalf of the Xenia High School faculty. Selection for membership is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate and develop these qualities. Selected members are “active members” prior to graduation and “graduate members” upon graduation. Deserving students, faculty members, or other community members may be selected for non-voting “honorary membership” by the National Honor Society Faculty Council. A National Honor Society student who transfers from another school and brings a letter from the former Principal or Chapter Advisor shall be accepted automatically as an active member. Transfer members must meet the new Chapter’s grade requirement within one semester in order to retain membership.

i | These bylaws have been adapted from the Lura B. Kean Chapter of the National Honor Society Bylaws, at Wooster High School in Wooster, Ohio.

VIII. Nomination and Selection of Members:

- A. Eligibility:** To be eligible for membership into the Xenia High School Chapter, a student must be a first semester junior or senior in good standing at Xenia High School. The student must have successfully completed at least one semester enrolled at Xenia High School.
- B. Criteria:** Candidates will be considered for membership into National Honor Society on the basis of scholarship, leadership, service, and character.
- C. Academic Eligibility:** the initial step in the selection process will be a review of student academic records to determine all junior and senior students who are scholastically eligible. The cumulative GPA at the end of the last semester completed will be used to determine which students meet the 3.5 minimum GPA required for membership.
- D. Notification of Eligibility:** Students who are scholastically eligible will be notified in writing and instructed to return an acknowledgment of this notification and to indicate their interest or lack of interest in continuing the selection process. Only students who indicate an interest and who return this acknowledgement to the Chapter Advisor by the stated deadline will receive further consideration for National Honor Society membership that year.
- E. Student Application:** To receive further consideration for National Honor Society membership, eligible students will complete and submit the National Honor Society Student Application to the Chapter Advisor by the stated deadline. No applications will be accepted late. These applications enable students to outline their accomplishments in the areas of leadership, service, and character for review by the National Honor Society Faculty Council.
- F. Faculty Evaluation:** Faculty input and comments regarding leadership, service, and character will be sought.
- G. Selection:** The National Honor Society Faculty Council will review each student's application, faculty input, and any other verifiable information. The leadership, service, and character of all candidates will be reviewed carefully. Candidates receiving a majority vote from the National Honor Society Faculty Council will be offered membership in the Chapter.
- H. Notification of Acceptance:** All selected candidates and their parents will be formally notified of the student's offer of membership in National Honor Society and notified of the date and time of the induction ceremony. All eligible students who are non-selected will be notified in a timely manner and in a way that is considerate of their well being.
- I. Acceptance:** Selected students will be advised as to the means to formally accept or decline their invitation for membership and attendance at the induction ceremony.

- J. Induction:** The final step in the selection process is the formal induction ceremony that is planned and implemented by the members of National Honor Society. All members are expected to attend. Membership is official only after the candidate is inducted.
- K. Calendar:** Membership selection and induction will take place during the first semester of the school year.
- L. Appeals:** There is no appeal process for applying for membership as this is a group chosen by selection. Membership in the National Honor Society is a privilege and not a right. Members who are not selected as a Junior, however, may still be eligible to re-apply for membership as a Senior.

IX. Meetings: Regular meetings shall be held monthly on a day and time established by the Executive Committee prior to the first meeting of the school year. Special meetings may be called by the Chapter President or Chapter Advisor when necessary. Members are expected to attend all meetings.

X. Executive Committee: The elected officers of the organization and the Chapter Advisor shall compose the executive committee. This committee shall meet to set regular meeting agendas as necessary, set day and time of regular monthly meetings, reach consensus on expenditures and budget matters to be referred to the membership, and shall convene to deal with pressing issues needing immediate attention. The advisor shall be a non-voting member, except to vote in case of a tie. The Executive Committee shall take up matters of officer dismissal and appointments to fill officer vacancies.

XI. Officers, Duties, and Responsibilities:

- A. Organization Responsibilities:** The Xenia High School Chapter of National Honor Society is responsible for annually planning, organizing, implementing, and evaluating service projects that meet these criteria: fulfills a need within the community, has support of the administration and faculty, is appropriate and educationally defensible and not in conflict with activities and induction expenses. Such plans will be approved by the Principal prior to implementing.
- B. Officers:** The elected officers of the Xenia High School National Honor Society shall be:
 - i. President:** The Chapter President shall plan and preside over all meetings of the National Honor Society. The President shall also call special meetings of the Society or the Executive Committee when needed. The President shall organize, plan, and lead the installations of Chapter officers. The President shall plan, organize, and assist the Chapter Advisor in implementing the tapping and induction ceremony. The President shall also represent the National Honor Society Chapter at all official functions.
 - ii. Vice President:** The Vice President shall take over duties of the President in the President's absence. The Vice President shall be responsible for the planning, organization, implementation, and evaluation of the Chapter service project.
 - iii. Secretary:** The Chapter Secretary shall maintain and regularly report minutes of each meeting of the National Honor Society and Executive Committee. The Secretary shall also handle all correspondence of the National Honor Society.
 - iv. Treasurer:** The Chapter Treasurer shall assist the advisor in preparation of the annual budget, maintain records of Chapter deposits, expenses and profits, and shall regularly report to the membership at monthly meetings. The Treasurer shall also assist the Chapter Advisor with all fundraisers in which the Chapter participates.

v. **Sergeant of Arms:** The Chapter Sergeant of Arms shall be in charge of maintaining order and peace at all meetings. The Sergeant of Arms shall also assist the Chapter Advisor with all fundraisers in which the Chapter participates.

vi. Additional officers may be created as the need arises.

C. Member Responsibilities: Each member of Xenia High School National Honor Society shall:

- i. Be duly inducted as a member of the Xenia High School of National Honor Society.
- ii. Maintain high standards of membership: character, service, scholarship, and leadership.
- iii. Attend National Honor Society Chapter meetings and sign the attendance sheets. Those who miss meetings shall check with the Chapter Advisor immediately before or after the missed meeting to obtain meeting agenda and other important information.
- iv. Participate in Chapter service projects.
- v. Complete requirements and activities by stated deadlines.

D. Demerit System: If members do not meet the member responsibilities, the following demerit system will be implemented by the Chapter Advisor.

- i. A member will be given one (1) demerit for any unexcused absence from a meeting.
- ii. A member will be given one (1) demerit for arriving late to two (2) meetings.
- iii. A member will be given two (2) demerits for any unexcused absence from a service project or National Honor Society function (i.e. Induction, Reception, City Clean-Up Day, etc.)
- iv. A member will be given two (2) demerits for lack of participation in any fundraiser.
- v. When a member has accumulated five (5) demerits, s/he will be placed on probation and meet with the Executive Committee and then the Faculty Council to be considered for possible dismissal from National Honor Society.
- vi. Additional demerits may be issued as necessary for any other behavior(s) deemed unbecoming of a National Honor Society member.

XII. Officer Election, Removal, Vacancy, and Member Dismissal:

A. Election: Officers of National Honor Society shall be elected for the following school year in May of the installation year. The President will be elected first, and the other officers will be elected.

B. Removal: Any officer of National Honor Society who fails to perform the expected duties may be removed by a majority vote of the other members of the Executive Committee.

C. Vacancy: Any office that becomes vacant during the course of the school year shall be filled by appointment of the Executive Committee.

D. Member Dismissal: Acceptable standards of scholarship, leadership, service, and character must be maintained by each member. Failure to maintain these standards may result in a member's dismissal from National Honor Society. Once dismissed from National Honor Society, a student is never eligible for National Honor Society membership again. Examples of conduct which may result in warning and/or dismissal include, but are not limited to, the following: cumulative GPA below 3.5, lying, cheating, stealing, use of alcohol, illegal use or sale of drugs, vandalism, gross violation of school rules and regulations, conduct embarrassing to the honor society, and violation of civil law. *Dismissal is never automatic.* Should a student

be considered for dismissal from National Honor Society, the following due process procedures will apply. All students are subject to the same rules and procedures. Due process may include, but is not limited to:

- i. The student will receive written notification of the charges by National Honor Society Faculty Advisor.
- ii. The student will have from 1-3 days to prepare an answer or explanation of charges.
- iii. The students may request a conference with National Honor Society Faculty Council to answer in person the charges, explain the situation, or offer a defense of the actions in question. A written response may be presented instead of a conference if the student chooses.
- iv. National Honor Society Faculty Council will make a decision on the facts. A majority vote is required.
- v. Students who believe their rights have been violated by the action taken by the National Honor Society Faculty Council shall have the right to appeal. The appeal shall be made by the student, but s/he may be accompanied by his/her parents, guardians, or other representative. Any appeal is considered in the following sequence:
 1. Principal
 2. Superintendent
 3. Xenia Community Schools Board of Education
 4. Courts
- vi. In order to start an appeals process, notification must be made to the National Honor Society through the Chapter Advisor, or the Principal in writing within 72 hours of receiving a decision rendered by the National Honor Society Faculty Council. The appeal must contain a challenge to the reason for the intended action by the National Honor Society Faculty Council and any explanation of the student's actions.

XIII. Dues: Any dues approved will be subject to a \$10 maximum, annually, as stated in the Constitution of the National Honor Society.

XIV. Rules of Order: Meetings of National Honor Society shall be conducted by the President, Vice President, or Chapter Advisor. A quorum consisting of ½ plus one of membership shall be present to conduct business. Said quorum must be present at the time of the first vote to qualify as a quorum for the meeting. Unless otherwise stated in the bylaws, a simple majority vote of members in attendance shall be required to render decisions.

XV. Ratification of Bylaws: These bylaws shall be ratified by a 2/3 majority vote of members in attendance when they are presented for approval. The Principal shall approve them prior to their consideration by the National Honor Society.

XVI. Amending Bylaws: The bylaws of the National Honor Society may be amended at any meeting of the Xenia High School Chapter of National Honor Society by 2/3 majority vote of membership in attendance. Any amendments shall be introduced to the Chapter and discussed prior to voting.

Revised Bylaws, Fall 2007

Bylaws Committee:

Jarrold Smith, President '07

Drew Montgomery, Vice President '07

Brianna Lucente, Treasurer '07

Lauren Brill, Secretary '07
Kent Montgomery, Sergeant of Arms '07
Kay Scott, Advisor
Jodi Yaney, Advisor

Revised Bylaws, Fall 2017

Bylaws Committee:

Micah Adams, President '17
Mia Cornett, Vice President '17
Austin Rogers, Treasurer '17
Aliyah Jones, Secretary '17
Hasan Akinyele, Sergeant of Arms '17
Donna Atkinson, Advisor
Britney Amole, Advisor
Carrie McGee, Advisor

Revised Bylaws, Fall 2020

Bylaws Committee:

Garrison Henry, President '20
Kemri Harris, Vice President '20
Lauren Pham, Treasurer '20
Karleigh Godfrey, Secretary '20
Jackson Baker, Sergeant of Arms '20
Angela Tate, Advisor