



Oil City National Honor Society Bylaws

Chapter Bylaws
Of the
Oil City Chapter #3359
Of the
National Honor Society
Adopted: [February, 2017.]

ARTICLE I: NAME

The name of this chapter shall be the **Oil City Chapter #3359 of the National Honor Society of Oil City School District**. [Formatting note: When there is only a single section within an article, it is not necessary to enumerate sections. Only when multiple sections exist (see Article III below) is it necessary to number the individual sections.]

ARTICLE II: PURPOSE

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 to encourage the development of character in students of **Oil City School District**.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, The name of this chapter shall be the **Oil City Chapter 3359**, by paying annual dues and participating in state functions when possible.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 4: Non-discrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members. [Note: Local advisers should confer with the principal and



of school system representatives regarding the inclusion of the language from this section to be certain it conforms to existing local and state policies.]

ARTICLE IV: MEMBERSHIP

Section 1. 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, and Character.

Section 2. 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 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at **Oil City High School.**
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 90% or above at the end of their junior year.
- d. **Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.**

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year. [Note: Alternative or additional selection periods may be added.]

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
 1. **The application form is available from June 1-September 12 of each school year on www.ocasd.org website, quick links. At the end of the school year, students who are eligible will receive an invitation to obtain the application after grades are uploaded by school officials.**
 2. **The applicant will be required to complete the application over the summer and present it to the advisor by September 10 of the following school year.**
 - A. **Rising Juniors who are eligible will receive the invitation from an adviser at the summer of their Sophomore year.**
 - B. **Any Rising Senior who is eligible and wishing to apply must obtain a printed copy of their current GPA, after the and grades are uploaded by administration. They must present this to the advisor for review in order to obtain an application.**



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 Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

2. There is an essay and rubric attached to the application; this ensures students properly fill out the form and complete the essay.

3. Absences/Tardy to School: If students have 1 unexcused absences and/or 7 or more excused absences and/or 1 unexcused tardies and/or 6 more tardies to school, they are not eligible for National Honor Society.

a. excused absences with doctor's note will be excused from this article.

4. Candidates are to belong to at minimum one extracurricular activity the year they are applying.

5. Candidates are required to have at minimum 10 hours of community service with signature or appropriate form to acknowledge their commitment.

a. this is above and beyond graduation expectations.

6. Candidates are to have fulfilled all graduation requirements up to and including their current grade year.

Section 4. Candidates become members when inducted at a special ceremony.

3. Applications will be reviewed in September and accepted members will be notified by early October.

The induction ceremony takes place after all members have been accepted into Oil City National Honor Society by the council. It is held in mid fall (October), unless other obligations restrict the date of the ceremony. Then, it will take place at the beginning of the new school year.

4. The induction ceremony takes place at Oil City in the cafeteria with light refreshments following.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. 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/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS *[Review this content with extra care.]*

Section 1. Annual dues for this chapter shall be **\$15.00**. *[Note: Dues cannot exceed \$20 per member per year as noted in the national constitution.]* Dues will be payable by February of each year. *[Note2: Dues are not a required function of the chapter.]*

a. Any member having difficulty paying the annual dues will have opportunity to have them waived. The Oil City National Honor chapter will assume any costs that may be incurred.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.



- a. Chapter members are to belong to at minimum one extracurricular each year he/she belongs to National Honor Society.
- b. Chapter members must contribute at minimum of 6 hours of community service, per school year, all of which are NHS activities.
- c. Chapter members are to have 0 unexcused absences and/or 7 or less excused absences and/or 1 unexcused tardies and/or 6 or less excused tardies to school.
 - a. Chapter will adhere to guidance rules/codes set in place. NO EXCEPTIONS!
- d. Chapter members are to attend mandatory meetings. No more than 3 meetings are to be missed. The member will have an extra hour of community service for each meeting missed after 3 unexcused meetings.
- e. Chapter members will adhere to the Oil City National Honor Society By-Laws

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

- a. All members will be reviewed by the 5 panel committee and adviser for all obligations of membership after Semester 1 grades are finalized.
- b. Any member that is not in good standing of their obligations stated in Article VI: Section 2 have the opportunity to schedule a hearing with panel committee
- c. Review of current members takes place on a yearly basis with the panel, guidance counselors, and adviser after semester 1 grades are finalized and in May of each school year

Section 4. 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.

- a. Oil City National Honor Society members will also be honored by wearing National Honor Society tassels and pins at graduation.

[If additional member obligations exist for the local chapter, they should be delineated using additional sections of this article. A full accounting of all member obligations should be in place and can be replicated in student handbooks, candidate packets, or member handbooks as needed.]

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer, public relations, and historian.

- a. All Officers are required to help create the agenda and review community service and missed meetings at least 24 hours before each scheduled mandatory meeting.
- b. All officers help ensure all regulations of National Honor Society members are being met, organize and run the induction ceremony, and partake in all community service projects organized by National Honor Members.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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.



Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

- c. Oil City National Honor Society Chapter additional duties: liaison between National Honor Society and the principal and community, create and run mandatory meetings, exhibit leadership qualities by participating and encouraging community service opportunities
- d. Meet at minimum 3 times a month with adviser and other officers to review and update records.
- e. Scheduled period 10 in adviser's room for study hall

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

- f. Oil City National Honor Chapter additional duties: work with Treasurer to create at minimum 2 fundraisers to help pay for membership, ceremony, pins, tassels, and community service projects Oil City chapter participates in.
- g. Meet at minimum 3 times a month with adviser and other officers to review and update records.
- h. Scheduled period 10 in adviser's room for study hall

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

- i. Oil City National Honor Chapter additional duties: organize and keep detailed records of all events Oil City National Honor chapter partakes in, familiar with Google Docs to keep records online
- j. Scheduled period 10 in adviser's room for study hall

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter

- k. Oil City National Honor Chapter additional duties: work with Vice President to create at minimum 2 fundraisers to help pay for membership, ceremony, pins, tassels, and community service projects Oil City chapter participates in.

Section 8. The Public Relations officer(s) helps organize and run community service projects. They are the liaison to the principal and public.

- l. This officer can have 2 positions. They are to bring new ideas to the Oil City Chapter of being involved in the community and in leadership criteria. They are to create advertisements to promote projects and activities Oil City Chapter is involved with. They are to keep detailed, accurate records, pictures, and write ups of all events Oil City Chapter may partake in.

NOTE: *If additional or alternative officers or duties exist, their positions and duties of office should be detailed in this Article of the by-laws. Also consider adding components that would describe how to fill vacancies among officers, and when and how officers can be relieved of their duties (suspensions, etc.) in cases not involving dismissal from the chapter.*

- a. Oil City Chapter has junior and senior officers listed above. Seniors are recognized as the official officers. Juniors who fulfill their duties their junior year automatically become the same officer their senior year.



- b. For any officer not fulfilling their duty, there will be a special meeting held with all officers to discuss course of action. After two weeks, if no improvement is made by the officer, a special case will be sent to the panel to discuss terminating the warned officer. Reasons for suspension/removal:
 1. Missing more than 2 officer meetings
 2. Missing more than 1 mandatory meetings
 3. Any officer lacking in at least one of his/her job descriptions
 4. Any obligations violated as active member of Oil City chapter
- c. Removal from office: A special meeting with adviser, panel, and at minimum 2 current officers will take place. All job duties will be reviewed. The Officer will have an opportunity to review his/her commitment and excuse himself/herself from the duty or develop a plan of action to improve his/her commitment. The officer will have a 2 week probationary period for improvement. After that, another special meeting will take place and if the officer improves not further action will be taken. If no improvement has been documented, the reprimanded officer will be removed and the remaining officers will meet and discuss possible candidates. A special voting meeting shall take place in which the candidates will be announced and nominated by active members. A secret ballot will take place to fill any vacancy.
- d. If officer has any future warnings to the above conditions, they will be immediately removed from office.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's Executive Committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be the first Tuesday of every month (e.g., monthly, weekly, etc.). Special meetings can be called by the president with approval of the adviser.

- a. If the first Tuesday is a vacation day, then the following Tuesday will be the mandatory meeting.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

- b. Any member missing more than 3 meetings will have to conduct an extra hour of community service for each additional meeting missed.

ARTICLE IX: ACTIVITIES

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

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



- a. Oil City chapter members are required to have 6 hours of community service each year.

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 for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

[Additional projects or activities that make up the annual program for the chapter can be delineated in this Article.]

- a. Career Day: Members team up with the elementary staff to create and run an educationally career theme based activity at Oil City High School.
- b. Career Day at Oil City High School: Members team up with the guidance department to help make a successful career fair.
- c. Field Day Experience; developing stations and activities to help elementary schools and (possibly 5th graders) to enjoy a day of physical and mental activities.
- d. RAK'd: Students may create and execute approved community events with majority vote at the first mandatory meeting of each school year.
- e. Committee Chairperson(s) will be delegated to help coordinate events

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Oil City chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

- a. Students who miss have 1 or more unexcused days of school by May 15 of each school year, without proper documentation, are in review for discipline from the Oil City chapter of the National Honor Society.
- b. Students who miss 7 or more excused days of school by May 15 of each school year, with or without proper documentation, are in review for discipline from the Oil City chapter of the National Honor Society.
- c. Students who 1 or more unexcused tardies of school by May 15 of each school year, without proper documentation, are in review for discipline from the Oil City chapter of the National Honor Society.
- d. Students who have more than 10 excused tardies of school by May 15 of each school year, with or without proper documentation, are in review for discipline from the Oil City chapter of the National Honor Society.



Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (90%GPA) he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

- a. They have until the end of the current school year to improve to a 90% or above GPA.
- b. Review takes place with the panel and guidance counselors on a yearly basis after semester 1 grades are finalized.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). 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 school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. 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 according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns, may never again be considered 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 XI: RATIFICATION, APPROVAL, and REVIEW.



Oil City High School

10 Lynch Boulevard, Oil City, PA 16301

Phone: 676-2771

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These by-laws may be amended by a 2/3rds 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 V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).

[Note: It is recommended that the Ratification and Amendment articles be the final articles. Should the chapter wish to insert additional articles, that is permissible.]

By Laws were reviewed by Chapter Officers on 6/6/2018. It has been sent to the co-principals for review.

Signatures/Names of the Chapter President, Secretary, Adviser, and Principal.



Unanging the Bylaws

Once the bylaws have been accepted by a vote of the chapter and approved by the Faculty Council and the administration, they become the ‘law’ or guiding principles of the organization. If this principle is adhered to, it will be necessary to change the bylaws only occasionally, due in large part to their specificity and detail.

Occasionally, the bylaws may have to be revised or completely rewritten. The revision is usually drafted by a specially-appointed Bylaws Revision Committee.

After a change has been proposed and a draft has been prepared, the members of the chapter should be informed and given copies so that they can review and discuss the issues before they come to a final vote. Proposed amendments or revisions most commonly require a two-thirds vote of the chapter for adoption. NOTE: Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed and encouraged.

Some chapters are criticized for spending too much time amending their bylaws instead of dealing with other chapter concerns. However, there are times when an outdated set of bylaws is a real hindrance to the chapter. Some good reasons for amending bylaws are:

- statements no longer suit the chapter or school situation
- bylaws are arranged so poorly that essential information is hard to find (this situation sometimes occurs when an old document has been added to and amended over a period of years).
- bylaws contain elements that have caused long-standing disagreement
- bylaws violate individual rights or local/state policies
- bylaws prevent the chapter from adapting to change.

It is important that each time the bylaws are reviewed or changed, that the date of approval be updated and included on the new document. Old, now outdated copies should be destroyed except for those kept on file for historical purposes.

Copies of chapter bylaws, in addition to being available for use by chapter members, should be readily available for use by the principal. Some schools systems require that these organizational guidelines be approved by the local school board or be on file with central office. This is another reason for careful review and preparation of the text as a representative document of the chapter.