



**OYSTER RIVER HIGH SCHOOL**  
**CHAPTER OF THE**  
**NATIONAL HONOR SOCIETY**

**NOBLESSE OBLIGE**



**Oyster River High School National Honor Society**  
**Chapter Bylaws and Procedures**

Created October 2006

**Article 1**

**Name and Purpose**

**Section 1:** The name of this chapter shall be the “Oyster River High School Chapter of the National Honor Society.”

**Section 2:** The objective of this chapter shall be to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in the students of Oyster River High School.

**Article 2**

**Function of the Officers**

**Section 1:** The Executive Board consists of five officers: president, vice-president, secretary, treasurer, and public relations/historian as well as the faculty adviser(s).

**Section 2:** It shall be the duty of the president to preside over meetings for this chapter and provide an agenda for each meeting that will be prepared at the Executive Committee meeting.

**Section 3:** The vice-president shall be a junior who will become president his/her senior year provided he/she fulfills his/her duties well as vice-president. He/she will oversee the project/service records for each member. He/she will be responsible for maintaining an active, informative NHS website.

**Section 4:** The secretary shall take attendance, keep minutes of the meetings, and be responsible for correspondence for the chapter. He/she will post a copy of the minutes on the NHS bulletin board, website, and provide a copy to the adviser(s).

**Section 5:** The treasurer shall keep the record of business expenses, dues, fundraising money, etc. and will present a financial report to the Executive Committee at the weekly meeting. The treasurer is also responsible for ensuring completion of a minimum of three fundraising activities this year.

**Section 6:** The volunteer coordinator shall maintain a spreadsheet of service hours completed by members during the year. This officer shall also ensure that all NHS activities are publicized within the school and local community.

**Section 7:** There will be bi-weekly Executive Board meetings.

**Section 8:** All officers will meet individually with the adviser(s) quarterly to assess progress in their office and their goals as an executive committee member for the year. Officers need to prepare goals for their office in addition to their service goals for the year.



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Article 3  
General Meetings

Section 1: The general meeting for the chapter will be held once per month

Section 2: The officers will take attendance at the beginning of each meeting and attendance at meetings is mandatory for all members.

Section 3: Any member with suggestions or concerns should put his/her comment(s) in writing and give it to an officer or to the adviser(s). Such concerns will be addressed at the next meeting.

Section 4: Three unexcused absences will result in dismissal. Absences from school, field trips, vocational program enrollment, or previous approval from the faculty adviser(s) constitute an excused absence.

Section 5: The meeting will begin by addressing old business and projects. Relevant issues or requests will be brought up and written on the agenda at the Executive Committee meeting.

Section 6: The secretary will record the minutes of the meeting and will post a copy on the NHS Schoology group within two days, after the meeting. Students who miss a meeting are required to read the minutes.

Article 4  
Service Certification

Section 1: During each school year, all members are required to perform 30 hours of community service as directed and approved by the advisor(s).

Section 2: NHS members will complete fifteen (30) hours of direct service to the Oyster River Community. These hours may be direct service to the Oyster River Community or outside, as long as it is an officially sponsored NHS activity.

Section 3: Members are encouraged to participate in all group activities but are required to participate in all mandatory events.

Section 4: Failure to meet the service requirements by the deadline set by advisor, will result in dismissal from NHS.



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Article 5  
Selection Process

Section 1: The selection of members shall be held once a year during the second semester of the school year. (Alternative or additional selection periods may be added to meet extenuating circumstances.)

Section 2: Eligible students must be considered full time students at ORHS. A full time student is defined as a student that is taking a minimum of five academic credit classes per semester, at ORHS.

Section 3: Students who meet the scholarship requirement by maintaining a 3.5 GPA at the end of first semester of their sophomore or junior years will be given the opportunity to fill out the Application Packet for National Honor Society.

Section 4: Applicant must have completed 30 (sophomore) or 45 (junior) hours of documented service to their community by the application deadline.

Section 5: If a student does not meet the deadline requirement for the Application Packet, he/she will be ineligible for that school year.

Section 6: The completion of the Student Information Sheet does not guarantee NHS membership.

Section 7: The faculty at ORHS will be given a list of the students who completed the Student Information Sheet and met the leadership and service components. They will be asked to evaluate the students they know in the areas of character and leadership.

Section 8: A list of students achieving the minimum required GPA (3.5), will be submitted to the Administrative team. Students who have any history of conduct not conducive to the criteria for leadership and character established by the chapter will be eliminated from the list.

Section 9: The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal.

Section 10: The chapter adviser(s) shall serve as non-voting members of the Faculty Council.

Section 11: An appeal of the Faculty Council decision can be made based on the circumstance for non-selection:

- a) Incomplete application due to an evaluator not submitting evaluation by deadline
  - i. Applicant must be able to demonstrate that all efforts possible were made to ensure that components of application were submitted by the deadline. This includes communication with advisor and evaluators throughout the process.
  - ii. If applicant can demonstrate he/she did everything possible to complete application, back-up evaluations can be submitted after the due date with guidance from the advisor.
- b) Appeal based on non-selection due to areas of character and leadership:



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- i. Applicant must set up a meeting with advisor to discuss details behind non-selection.
- ii. Applicant must complete appeal process which includes a personal statement and a letter of recommendation from a teacher that did not serve as an evaluator.

Section 12: An Induction Ceremony will be held annually for new members.

Article 6  
Dismissal

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service; or is found to be derelict or delinquent in these areas may be dismissed from the Oyster River High School Chapter of the National Honor Society.

Section 2: A member of the NHS is expected to maintain an active role in service and leadership to his/her school and community and show him/herself to be a person of strong moral character.

Section 3: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5), he/she will be given a written warning and a 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 could include dismissal from the chapter or permanent probation.

Section 4: There will be a three tier level of offences that may result in dismissal.

- a) Level 1 offenses include serious offenses including violation of criminal law and offenses that would result in suspension from school. Level 1 offenses can result in immediate dismissal.
- b) Level 2 offenses include failure to meet or become delinquent in NHS standards, GPA falling below 3.5 and other ORHS Code of Conduct offenses. Level 2 offenses can result in a warning with a period of time to remain on warning. If a student does not correct action or commits a second offense during this warning period it may result in dismissal or permanent probation.
- c) Level 3 offenses are minor offenses that will result in a warning with a time period to correct the offense or uphold certain standards. Failure to meet standards may result in a second warning, permanent probation, or dismissal.

Section 5: Violation of criminal law or school regulations can result in dismissal of the student. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, hazing, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.



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Section 6: If the member is involved in another violation of the school conduct code, the member may be dismissed, and may be put on permanent probation.

Section 7: Once a member is placed on probation they remain on probation for their entire membership. If a student commits offenses during probation they may be dismissed from NHS.

Section 8: The Faculty Council may dismiss any member whose personal conduct is questionable in accordance with the accepted norms of student behavior.

Section 9: In the case of a dismissal:

- a. The member will receive written notification of the reason(s) for possible dismissal from the adviser(s), Faculty Council or school principal.
- b. In the case of dismissal due to GPA, character and leadership, or breaking of code of conduct, the member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss the member.
- c. A letter of dismissal will be sent to the student if the student is dismissed. Dismissed members must surrender any membership emblems to the adviser(s).
- d. The member may appeal the Faculty Council's decision to the principal.
- e. When a student is dismissed, he/she is no longer an NHS member and may never again be considered for membership in the National Honor Society.

Article 7

Dues

Section 1: Annual dues for this chapter shall be \$10.00.

Section 2: Dues will be payable to ORHS NHS by the end of each school year (including the year of induction).

Article 8

Amendments

Section 1: These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior the vote. The exceptions are articles 6 and 7.



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Section 2: All Oyster River High School NHS by-laws and procedures are governed by the National Association of the National Honor Society Constitution (rev. 1997). For more information on the National Association, refer to their website: [www.nhs.org](http://www.nhs.org)

Section 3: Advisor is given discretion to change the required service hour requirements for applicants and current members if community or state situations present themselves that do not allow safe access to service opportunities.