



**OTTAWA TOWNSHIP HIGH SCHOOL
DISTRICT 140**

211 East Main Street, Ottawa, IL 61350
(815)433-1323 • Fax (815)433-1338 • www.ottawahigh.com

Dr. Michael Cushing, Superintendent
Patrick Leonard, Principal
Jeff DeWalt, Assistant Principal
Janet Pearson, Chief Financial Officer
Dawn Roalson, Director of Special Needs
John Alexander, Dean of Students
Jessica Gass, Dean of Students

**Chapter Bylaws
of the
Ottawa Township High School Honor Society
Adopted: April 2021**

ARTICLE I: NAME

The name of this chapter shall be the S. Isabella Sanders Chapter of the Ottawa Township High School Honor Society.

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 Ottawa Township High School.

ARTICLE III: POWERS

Section 1: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2: Final authority on all activities and decisions of the chapter resides with the school principal.

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: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the 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 Ottawa Township High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale
- 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



OTTAWA TOWNSHIP HIGH SCHOOL

DISTRICT 140

211 East Main Street, Ottawa, IL 61350
(815)433-1323 • Fax (815)433-1338 • www.ottawahigh.com

Dr. Michael Cushing, Superintendent
Patrick Leonard, Principal
Jeff DeWalt, Assistant Principal
Janet Pearson, Chief Financial Officer
Dawn Roalson, Director of Special Needs
John Alexander, Dean of Students
Jessica Gass, Dean of Students

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council, which consists of seven faculty members, one volunteer from each academic division. The chapter adviser shall be the eighth, nonvoting, *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.

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 shall be notified and asked to complete and submit the application for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

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

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: There are no annual dues for this chapter.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords at graduation.

Section 4: Members are required to complete a minimum of six hours of community service prior to March of their senior year. New senior inductees must complete a minimum of five hours of community service prior to the induction ceremony.

Section 5: Members are required to attend monthly meetings. Any member who misses more than two meetings will be dismissed from membership.

Section 6: Members are required to maintain the minimum GPA for each quarter during their membership. Any member falling below the minimum will receive a warning the first time and be dismissed the second time.

Section 7: Members are required to participate in at least one fundraiser.



OTTAWA TOWNSHIP HIGH SCHOOL

DISTRICT 140

211 East Main Street, Ottawa, IL 61350

(815)433-1323 • Fax (815)433-1338 • www.ottawahigh.com

Dr. Michael Cushing, Superintendent
Patrick Leonard, Principal
Jeff DeWalt, Assistant Principal
Janet Pearson, Chief Financial Officer
Dawn Roalson, Director of Special Needs
John Alexander, Dean of Students
Jessica Gass, Dean of Students

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, and parliamentarian.

Section 2: Student officers shall be elected at the last meeting of each school year. All members are eligible to run for a position as an officer.

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.

Section 5: The vice president shall preside in the absence of the president, remind members of meetings, and share community service opportunities with members.

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

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

Section 8: The parliamentarian shall keep a record of members' contributions to community service.

Section 9: Officers and the faculty adviser 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 monthly. Special meetings can be called by the president with approval of the adviser.

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.

ARTICLE IX: ACTIVITIES

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



OTTAWA TOWNSHIP HIGH SCHOOL
DISTRICT 140

211 East Main Street, Ottawa, IL 61350
(815)433-1323 • Fax (815)433-1338 • www.ottawahigh.com

Dr. Michael Cushing, Superintendent
Patrick Leonard, Principal
Jeff DeWalt, Assistant Principal
Janet Pearson, Chief Financial Officer
Dawn Roalson, Director of Special Needs
John Alexander, Dean of Students
Jessica Gass, Dean of Students

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

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.

ARTICLE X: DISMISSAL of MEMBERS

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

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected, 3.5, for any academic quarter, he /she will be given a written warning. If the cumulative grade point falls below the minimum for a second academic quarter, the student will be dismissed from membership.

Section 3: Violations of the law or school regulations can result in immediate dismissal of a member. The decision to dismiss a member for a violation of the law or school regulation will be based on a majority vote of the faculty council.

Section 4: 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 5: In all cases of pending dismissal:

- a. The member will receive written notification from the adviser indicating the reason for dismissal.
- b. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed in writing to the building principal.

Approved on April 2021