

Bylaws for the Order of the Sword & Shield National Honor Society

PREAMBLE

Believing that outstanding effort and achievement should be rewarded and encouraged, and seeking to cultivate the ideals of peace and safety through knowledge, the governing body of the Order of the Sword and Shield has established this organization for the promotion of these principles.

ARTICLE I - NAME

SECTION 1 - Name

The name of the society shall be “Order of the Sword and Shield”. In all appropriate circumstances, and in order to differentiate from other liked-named unaffiliated enterprises, the title “Order of the Sword and Shield Honor Society” shall be used. Each local chapter shall be called Order of the Sword and Shield (name of school) Chapter.

SECTION 2 – Colors

The official colors of the Order of the Sword and Shield shall be blue and gold.

ARTICLE II – OBJECTIVES

SECTION 1 - Purpose

Order of the Sword and Shield is a national honor society that recognizes the scholastic and professional achievements of students and alumni from institutions granting diplomas, associate and baccalaureate degrees, graduate degrees, or their equivalents, in the fields of homeland security, intelligence, emergency management, and all protective security disciplines. The society shall also recognize the significant professional achievements of individuals working in the fields of homeland security, intelligence, emergency management, and protective security. The term “protective security” shall be subsequently defined by the Executive National Director with recommendations from the Advisory Board.

SECTION 2 – Motto

The motto of the Order of the Sword and Shield shall be “ex scientia pax” which means “out of knowledge comes peace”.

SECTION 3 – Core Values

The core values of the Order of the Sword and Shield shall be ethics, excellence, knowledge, and, peace.

ARTICLE III – MEMBERSHIP

SECTION 1 – Classes of Membership

The two categories of membership are 1) Academic Active/Graduated Members, and 2) Professional Members.

SECTION 2 – Academic Active Membership

To be eligible for membership in the Order of the Sword and Shield, an active student must:

- be enrolled in an academically accredited institution
- have completed fifty percent (50%) of the credit hours required for graduation
- be a current homeland security, intelligence, or protective security major, minor or certificate program student.
- have a cumulative undergraduate GPA of at least a 3.25 in a 4.0 system or its equivalent, or have a cumulative graduate GPA of at least 3.50 in a 4.0 system or its equivalent, or be in the top 20% of the class, and
- agree to uphold the core values of excellence, knowledge, ethics, and peace.

The requirements for membership listed above represent minimum qualifications; local chapters may establish more—but not less—stringent standards. Local chapters must also meet the honor society requirements of their institution.

Active students who are enrolled in an academic institution which does not have an authorized local chapter may apply for membership under the national chapter.

Active students who have not met the above criteria but who have demonstrated outstanding contributions to the fields of homeland security, intelligence, and protective security can be awarded membership by the Executive National Director upon the recommendation of the Chapter Advisor.

SECTION 3 – Academic Graduated Membership

Recent eligible graduates who were enrolled in an academic institution which did not have an authorized local chapter may apply for membership under the national chapter if they so choose. Academic Graduated Members must meet all the requirements listed under Section 2 Academic Membership.

SECTION 4 – Professional Membership

Professional membership may be given to individuals who have made outstanding contributions to the fields of homeland security, intelligence, and protective security. The term “outstanding contributions” shall be subsequently defined by the Executive National Director with recommendations from the Advisory Board.

SECTION 6 – Induction of New Members

Each chapter shall develop its own induction ceremony that recognizes the rituals and cultures of the school, college, or university so long as it includes the spirit of the Society. Examples of induction format shall be provided to each chapter by the national headquarters office.

SECTION 7 – Rights of Membership

All members of the Order of the Sword and Shield shall enjoy certain rights and privileges including but not limited to: 1) receiving an official certificate and pin, 2) wearing official pin at graduation if permitted by the institution, 3) participating in Order of the Sword and Shield activities at annual conferences, and 4) participating in Order of the Sword and Shield chapter events.

SECTION 8 – Good Standing

All members of the Order of the Sword and Shield shall remain in good standing during the life of their membership unless an individual is suspended by a two-thirds vote of the local or national chapter. If such action is taken, a written explanation shall be forwarded to the Executive National Director. Students who wish to appeal the suspension must do so, in writing, to the Executive National Director within ninety days of notification by the local or national chapter. All decisions shall be conducted by the Executive National Director with recommendations from the Advisory Board.

SECTION 9 – Equal Opportunity

No applicant shall be denied membership because of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.

ARTICLE IV – LOCAL CHAPTERS

SECTION 1 – Organization

Local chapters of the Order of the Sword and Shield shall be formed by any group of student members eligible under Article III of these bylaws and may be organized at a college or university that offers diplomas, baccalaureate degrees, associate degrees, graduate degrees, certificate programs or their equivalent in homeland security, intelligence, or protective security, which supports the goals of the Order of the Sword and Shield.

Local chapters of the Order of the Sword and Shield shall be formed by any group of professional members eligible under Article III of these bylaws and may be organized at any

professional organization which operates in the fields of homeland security, intelligence, or protective security, which supports the goals of the Order of the Sword and Shield.

SECTION 2 – Approval

Student members wishing to form a chapter must file a written petition signed by both the proposed Chapter Advisor and the college's dean or equivalent, and pay an activation fee. The petition may also be initiated by the proposed Chapter Advisor in anticipation of student participation. The Executive National Director will evaluate the application and make any final determination, with recommendations from the Advisory Board, on the request to form a chapter. Approved chapters shall receive a Charter from the Order of the Sword and Shield.

SECTION 3 – Chapter Officers

Each chapter coordinator shall select officers from among the student or professional members and report the names to national headquarters. Normally, the officers shall include a President, Vice-President, and Secretary, but local chapters may establish their own set of officers. The responsibilities of the officers shall be defined by the local chapters and communicated to the national headquarters.

SECTION 4 – Chapter Coordinator

Each chapter shall have a faculty or staff member who serves as Chapter Coordinator. The Chapter Coordinator shall make an annual report of chapter activities to the national headquarters office.

SECTION 5 – Responsibilities of the Chapter

Local chapters may write their own goals, purposes and procedures to fit their needs, but they must uphold the minimum standards as set forth in these bylaws. In addition, each local chapter is responsible for conducting at least one (1) significant activity, other than the induction ceremony, each academic year.

SECTION 6 – Inactive Status, Probationary Status, and Dissolution

A chapter will be considered inactive if the Chapter Advisor does not submit an annual report to the Order of the Sword and Shield national headquarters office and/or if they do not hold an annual induction ceremony. Chapters may remain inactive for two years before they will be put on probation for inactivity and/or non-reporting. At the end of the second probationary year, the chapter will be dissolved unless the Chapter Advisor submits an annual report that demonstrates activity as required by these bylaws.

A chapter may also be dissolved for failing to adhere to these bylaws or for engaging in activities not consistent with the Order of the Sword and Shield. In this case, a chapter will be put on probation by a majority vote of the Advisory Board and will have one year to appeal the decision following the year of probation. If the appeal is not granted, the chapter will be dissolved.

SECTION 7 – Reinstatement of a Chapter Previously Dissolved

A chapter that was previously dissolved may apply to start a new chapter in accordance with Article IV, Sections 2 – 5 of these bylaws.

ARTICLE V – GOVERNANCE OF THE ORGANIZATION

SECTION 1 – Executive National Director

Order of the Sword and Shield shall employ a salaried executive director who shall have the title of Executive National Director and whose terms and conditions of employment shall be specified as follows.

The Executive National Director shall make all decisions with regard to the matters of the Society. Whenever possible, and to keep in the spirit of collaborative leadership, the Executive National Director is authorized to seek advice, counsel and recommendations from an Advisory Board on all matters of serious nature. Should the Executive National Director so choose to solicit opinion from an Advisory Board, all final and binding decisions shall remain with the Executive National Director.

The Executive National Director will serve in a leadership capacity until his/her resignation to the Advisory Board. Upon resignation of the Executive National Director, the Advisory Board shall select a replacement Executive National Director upon a majority vote.

The Executive National Director may be removed from his/her leadership position upon the conviction of a crime against moral turpitude or any serious action which is in contradiction to the ideals of the Order of the Sword and Shield. For the removal of the Executive National Director for contradictious actions and/or behavior, the Advisory Board must obtain a unanimous vote to commence said action and subsequently provide an opportunity of no less than 6 months for the Executive National Director to correct any such action and/or behavior before the vote of the Advisory Board shall become binding.

SECTION 2 – Advisory Board

The Advisory Board shall consist of at least five members, one of whom is the Executive National Director should he/she so choose to serve, who embrace the mission and ideals of the Society. The initial Advisory Board shall be appointed by the Executive National Director and all subsequent nominees shall be presented to the Advisory Board by the Executive National Director, for majority approval.

Advisory Board members serve for a term of 5 years. Advisory Board members reaching the fifth year of their term may be elected for additional 5 year terms upon a majority vote of the entire Advisory Board.

Any Advisory Board member may be removed from his/her advisory position upon the conviction of a crime against moral turpitude or any serious action which is in contradiction to

the ideals of the Order of the Sword and Shield. For the removal of an Advisory Board member for contradictory actions and/or behavior, the Executive National Director shall make any and all determinations for said removal. In his/her discretion, the Executive National Director may provide an opportunity of no less than 3 months for the Advisory Board member to correct any such action and/or behavior before the final decision shall become binding.

SECTION 3 – Duties of the Advisory Board

The Advisory Board shall provide advice, counsel, and recommendations to the Executive National Director on matters of serious nature to the Society. The Executive National Director may initiate a request for advice from the Advisory Board. The Advisory Board may issue a statement of advice to the Executive National Director without solicitation for said advice. The Executive National Director may consider any and all statements of advice, however, no such statements of advice from the Advisory Board shall be deemed binding. The Advisory Board serves solely in an advisory capacity and is not authorized to conduct any business on behalf of the Order of the Sword and Shield.

ARTICLE VI – MEETINGS OF ADVISORY BOARD

SECTION 1 - Meetings of the Advisory Board

Regular meetings of the Advisory Board, whether in person or electronically supported, shall be held as the Advisory Board deems necessary. The Advisory Board shall meet at least once a year during the annual conference.

SECTION 2 – Procedure

All meetings of the Advisory Board shall be governed by the newly revised Robert's Rules of Order, except where Robert's Rules of Order are superseded by these bylaws.

SECTION 3 – Special Meetings

A special meeting shall be called by the Executive National Director upon his/her discretion. Notification of the time, place, and purpose of the special meeting shall be sent to Advisory Board members thirty (30) days in advance of the meeting.

SECTION 4 – Notice and Agenda

The Executive National Director shall give adequate notice of all meetings, prepare the agenda for each meeting, and provide a copy of the agenda for each member of the Advisory Board. Meeting minutes shall be made available to all Advisory Board members and Chapter Advisors. Results of the meetings shall be made available to all Chapter Advisors upon a vote of disclosure by the Advisory Board.

SECTION 5 – Quorums

A simple majority of the voting members of the entire Advisory Board shall constitute a quorum.

ARTICLE VII – FINANCIAL STRUCTURE

SECTION 1 – Classification

The Order of the Sword and Shield does not wish to seek not-for-profit status from the Internal Revenue Service of the United States of America at this time, however, the Society reserves the right to seek such status at anytime in the future.

SECTION 2 – Dues

1. All initiation fees and/or membership dues for individuals and chapters shall be determined by the Executive National Director with recommendations from the Advisory Board.
2. All dues and initiation fees shall be collected by the local chapters and forwarded to the national office. Local chapter fees, in addition to the dues and initiation fees, may be set at the discretion of the individual chapter.

ARTICLE VIII - AMENDMENTS

SECTION 1 – Amendments

Any amendment to these bylaws must be initiated by the Executive National Director and then approved by a two-thirds vote of the Advisory Board. The Executive National Director may consider requests for amendment from any Advisory Board member or any local chapter in good standing.