

Order of the Sword and Shield

Tulane University Emergency and Security Studies Chapter

Constitution

Article I: Name and Purpose

- Section 1. The name of this organization shall be the Order of the Sword and Shield Tulane University Emergency and Security Studies Chapter
- Section 2. The purpose of this organization shall be to create enthusiasm for scholarship and practice, to stimulate a desire to render service, to promote leadership and develop character and professionalism in students and practitioners in the fields of Homeland Security, Intelligence, Emergency Management and all Protective Disciplines.
- Section 3. OSS Tulane University Emergency and Security Studies Chapter is a program of Order of the Sword and Shield National Honor Society

Article II: The Chapter Adviser

- Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit it to the national office.
- Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.
- Section 5. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Executive Committee and shall facilitate all meetings of the council.
- Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the ESS Director, and may serve consecutive terms.

Article III: Membership

- Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by faculty, Director and Associate Director nomination and is based on outstanding scholarship (3.5 GPA in homeland security studies and a 3.2 overall GPA), have completed one half of the homeland security degree credits, character, leadership, and service.
- Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2. Membership shall be known as undergraduate, graduate, professional, or honorary. Undergraduate and graduate members are those who have been inductive but are still

completing the second half of their degree. Graduate members are those who are enrolled in a graduate program that furthers their studies beyond an undergraduate degree. Professional members are those individuals who have completed the degree and are in the workforce. Honorary members will be inducted on a yearly basis due to their merit and accomplishments to the field.

Section 3. Membership status shall change in accordance with each status requirement.

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

Article IV: Selection of Members

Section 1: To be eligible for membership, the candidate must be a student in good standing in ESS. Faculty of ESS, the Director and Associate Director can nominate students for membership into OSS Tulane University Emergency and Security Studies Chapter. Practitioners who demonstrate excellence in the fields of Homeland Security, Intelligence and/or Emergency Management can be nominated for membership.

Each student nominated must meet the GPA requirements for their respective membership level and have demonstrated the qualities of leadership and service. Nominations will be made via a letter of recommendation from a faculty member and a short essay from the nominee to the Executive Committee of the chapter and must reflect nomination requirements.

Section 2: The selection of each member to the chapter shall be decided by unanimous vote by the Executive Committee and selected faculty.

Article V: Discipline and Dismissal

Section 1. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of University rules or the law, a member does not have to be warned. All disciplinary actions shall be kept confidential within the executive committee.

Section 2. The Executive Committee shall determine when an individual has exceeded a reasonable number of warnings. A reasonable number of warnings is considered to be two within

the span of eighteen months. Warnings shall be documented and maintained by the president of the chapter.

Section 3. In all cases of pending dismissal, a member shall have a right to a hearing before the Executive Committee. (Note: This hearing is required and is considered “due process” for all members.)

Article VI: Chapter Officers

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter and approved by the Executive Committee.

Section 2. New officers shall be installed at a special ceremony.

Article VII: Executive Committee

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow University policy and regulations.

Article VIII: Activities

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

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; be well planned, organized, and executed.
- Section 4. The chapter shall publicize its projects in a positive manner.

Article IX: Official Insignia

- Section 1. This organization shall adopt the official emblem of the Order of Sword and Shield National Honor Society. Rules for its use shall be determined by the National Board of Directors.
- Section 2. Each undergraduate, graduate, professional, or honorary member in good standing with the chapter shall be entitled to wear this emblem.
- Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
- Section 4. All insignia must be procured from the national office of the Order of the Sword and Shield National Honor Society. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office.
- Section 5. The Order of the Sword and Shield Tulane University Chapter shall adopt the Motto of the OSS National Honor Society: *ex scientia pax*.

Article X: Meetings

- Section 1. Each chapter shall have regular meetings during the year on days designated by the executive committee and in accordance with University policy and regulations.
- Section 2. The regularity of the meetings (i.e ., weekly, monthly, bimonthly, etc .) shall be designated by vote of the Executive Committee.
- Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution.

Article XI: Amendments

Section 1. This Constitution may be amended by the OSS Tulane University Emergency and Security Studies Chapter Executive Committee based on input from the chapter membership.