

# Chapter Bylaws of the Esmond Station Chapter of the National Elementary Honor Society.

Adopted: October 21, 2014

## **ARTICLE I: NAME**

The name of this chapter shall be the Esmond Station Chapter of the National Elementary Honor Society of Esmond Station K-8.

## **ARTICLE II: PURPOSE**

The purpose of this chapter shall be to recognize students for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills within the students of Esmond Station.

## **ARTICLE III: POWERS**

**Section 1.** This chapter operates under the direction of and in full compliance with the NEHS National Constitution. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions).

**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.

**Section 4.** Nondiscrimination. Our chapter of NEHS 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, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

## **ARTICLE IV: MEMBERSHIP ELIGIBILITY AND SELECTION**

**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, Citizenship, and Character.

**Section 2.** Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the Faculty Council. Alumni and honorary members have no voice or vote in chapter affairs.

**Section 3.** Eligibility:

- a. Candidates eligible for selection to this chapter must be enrolled in grades 5 or 6.
- 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 Esmond Station.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.75 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,

citizenship, and character.

**Section 4.** 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 is a non-voting member of the Faculty Council who facilitates all meetings of the council.

**Section 5.** 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 by letter. The letter of acceptance should be signed by the candidate and parent and returned by the due date on the letter.

Candidates will then be asked to complete and submit the Candidate's Form for further consideration, by the date given on the form. Late letters and candidate forms will only be accepted in special circumstances and must be approved by the Faculty Council.

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.

**Section 6.** The selection of active members shall be held once a year during the second quarter of the school year.

**Section 7.** Candidates become members when inducted at a special ceremony.

**Section 8.** Transfer membership. Membership can be transferred from one chapter of NEHS to another.

a. An active member of the National Elementary Honor Society who transfers from this school to a school with an active chapter of NEHS will be given an official letter indicating the status of his/her membership.

b. An active member of the National Elementary 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 V: OBLIGATIONS OF MEMBERS**

**Section 1.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Elementary Honor Society.

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

**Section 3.** Dues. Annual dues for this chapter shall be \$10. Due by the last school day in December.

## **ARTICLE VI: OFFICERS**

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

President and vice president offices can only be held by 8th grade NJHS members. Secretary and Treasurer offices can be held by 7th or 8th grade NJHS members. Historian officers can be held by 5th and 6th grade NEHS members.

**Section 2.** Student officers shall be elected at the first 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.

**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.

**Section 6.** The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. The secretary shall preside in the absence of the treasurer.

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

**Section 8.** The chapter will consist of 3 Historians. Historians will help with the duties of the president, vice president, secretary and treasurer.

**Section 9.** Officers shall serve a term of one year.

**Section 10.** 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. Any action by the executive committee is subject to the review of the chapter members.

**Section 11.** Officers may be relieved of their duties in cases of suspensions from school, more than 2 unexcused absences from meetings, inappropriate behavior in school and/or the community. Faculty Council will make the final decision of removal of office based upon careful consideration and a majority vote.

## **ARTICLE VII: MEETINGS**

**Section 1.** Regular meetings of this chapter shall be held 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 VIII: ACTIVITIES**

**Section 1.** The chapter shall determine one or more service projects for each year. A minimum of 4 official activities will be conducted 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, 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 is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. Members will notify the chapter adviser of chosen service project for approval by the date stated on the Member Obligations. All individual service projects must be completed by the given date with a brief summary outlined in the "Member Obligations" paper.

**Section 5:** If a member does not participate in an individual service project, membership may be discontinued for the remainder of the year. Dismissal from the honor society will result in a majority vote from the faculty council.

**Section 6.** The chapter shall publicize and promote its projects in a positive manner.

## **ARTICLE IX: DISCIPLINE and DISMISSAL of MEMBERS**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be considered for discipline or dismissal from the Esmond Station chapter of the National Elementary Honor Society. A member is expected to maintain his/her academic standing and take an active role in service and leadership in 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 GPA), he /she will be given a written warning and 3 weeks 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 can include consideration of dismissal from the chapter.

**Section 3.** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 6 below). These violations

include, but are not limited to 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 will be given the opportunity 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 Junior Honor Society.

**Section 7.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE X: RATIFICATION, REVIEW and AMENDMENTS.**

**Section 1. Ratification.** 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. Review.** These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

**Section 3. Amendments.** These bylaws may be amended by a two-thirds 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 IV and IX, which are developed by the Faculty Council with the approval of the principal (selection and discipline).