

# **Sycamore Elementary National Elementary Honor Society**

## **Chapter Bylaws of the Sycamore Elementary Chapter**

Charter Number: 00528395

of the National Elementary Honor Society

Adopted: School Year 2010-2011

Edited: School Year 2017-2018

### **ARTICLE 1: NAME**

The name of this chapter shall be the Sycamore Elementary Chapter of the National Elementary Honor Society.

### **ARTICLE 2: 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 Sycamore Elementary.

### **ARTICLE 3: POWERS**

**Section 1.** This chapter operates under the direction of and in full compliance with the National Constitution of NEHS.

**Section 2.** Chapter Advisor. The chapter adviser is given the authority to supervise the administration of chapter activities as delegated by the school principal. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

**Section 3.** Chapter Advisor. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

**Section 4.** Faculty Council. The faculty council consists of three voting faculty members appointed annually by the principal. No principal may be included on the faculty council. The faculty council shall meet at least once a year to select members of and to consider dismissal, non-selection and warning cases.

**Section 5.** Faculty Council. The chapter adviser shall be an ex-officio, non-voting, 4th member of the faculty council.

**Section 6.** Principal. Final authority on all activities and decisions of the chapter resides with the school principal.

**Section 7.** Non-discrimination. 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 activities and practices, including chapter administration and the selection, discipline, and dismissal of members.

#### **ARTICLE 4: 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 4 or 5.
- b. To be eligible for selection in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Sycamore Elementary. (Students of military families may apply, and their grades and attendance from their previous school will be used.)
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.8 on a 4.0 scale. The cumulative GPA includes the past 3 consecutive semesters that the student has been enrolled at Sycamore Elementary.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their demonstrated personal responsibility.

#### **Section 4. Selection:**

The selection of members to this chapter shall be a majority vote of the Faculty Council, which consists of faculty members appointed by the principal. The chapter advisor is a non-voting member of the Faculty Council who facilitates all meetings of the council.

#### **Section 5. Prior to Selection:**

Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e. candidates) shall be notified and asked to complete and submit the Candidate's Form along with at least one letter of recommendation from a non-school affiliated person (may not be a parent).
- c. The Faculty Council shall review the Candidates' Forms, letter of recommendation, and other relevant information including school disciplinary records 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 first semester of school.

**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 HENHS 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 at least one semester to attain the membership requirements, and thereafter, this membership must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE 5: 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 entitled to wear the emblem of 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 \$1. Dues will be payable to the chapter treasurer within 30 days of induction.

**Section 4.** Meeting attendance. Students will be dismissed after two unexcused absences from meetings.

**Section 5.** Projects. Members must attend a minimum of 4 NEHS activities a year.

#### **ARTICLE 6: OFFICERS**

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

**Section 2.** Student officers shall be elected at the last meeting of each school year. Or as the chapter is first enacted, at the first meeting of the year, after the induction ceremony is held. All returning members are eligible to run for a position as an officer.

**Section 3.** 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 for this chapter.

**Section 5.** The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions in the areas of leadership and service.

**Section 6.** The secretary shall keep the minutes of meeting and be responsible for all official correspondences of the chapter.

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

**Section 8.** Relieving of Officer Duties. Officers shall be relieved of their duties in cases of severe disciplinary actions where dismissal has not occurred.

**Section 9.** Officers and faculty advisers shall collectively be known as the chapter's Executive committee. The Executive committee shall have general charge of meetings and the business of the chapter, but any action by the Executive Committee is subject to the review of the chapter members.

## **ARTICLE 7: MEETINGS**

**Section 1:** Meetings of this chapter shall be held bi-monthly.

**Section 2:** This chapter shall strive to conduct its meetings according to *Robert's Rules of Order*.

**Section 3:** Members are expected to attend all chapter meetings.

## **ARTICLE 8: ACTIVITIES**

**Section 1:** The chapter shall determine one or more social projects for each year. A minimum of four (4) official activities will be conducted each year.

**Section 2:** All members of the chapter shall participate in at least four (4) projects each year.

**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 age-appropriate and educationally defensible, and be undertaken in a well-planned and organized manner.

**Section 4:** The chapter shall publicize and promote its projects in a positive manner.

## **ARTICLE 9: DISCIPLINE OF MEMBERS**

**Section 1.** Any member who falls below the standards of scholarship and responsibility may be considered for disciplinary actions by the Sycamore chapter of the National Elementary Honor Society. A member of the National Elementary Honor Society is expected to maintain his/her academic standing, be responsible in all aspects of his or her life, 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 (3.8) when he/she was selected, he/she will be given a written warning and a reasonable time period for improvement (one quarter). If the cumulative grade point average remains below standard at the end of the warning period then the student will be subject to further disciplinary actions by the Faculty Council that includes dismissal from the chapter. Students will be dismissed after two unexcused absences from meetings.

**Section 3.** Violations of school regulations of the law can result in immediate consideration of the dismissal of a member (see Section 5). These violations include, but are not limited to stealing, destruction of property, cheating, truancy, or other serious offenses defined in the school's student code of conduct.

**Section 4.** Offenders of the school conduct code (such as use of profanity, unexcused absences, excessive tardiness, etc.) will receive written warning. A conference may be requested by either party (Faculty Council or student/ parent). If the member is involved in additional violations of the school conduct code, the member may be considered for dismissal.

**Section 5.** In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/Faculty Council indicating the reason for the consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him/her in a hearing before the Faculty Council. This will take place prior to any vote on dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her case either in person or through a written statement presented instead of the face-to-face hearing. Following the hearing, the Faculty Council will vote to determine the appropriate disciplinary action. 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. Members who resign or are dismissed can be reconsidered for membership upon written request to the chapter adviser.

**Section 6.** In lieu of dismissal, the Faculty Council may impose other appropriate disciplinary measures upon a member.

**ARTICLE 10: 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 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 the document.

**Section 3: Amendments.** 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 to the vote. The exceptions are any provisions regarding selection of members and chapter disciplinary guidelines, which are developed by the Faculty Council with the approval of the principal.

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Date Adopted: October 30, 2017