



Chapter Bylaws

Of the

Brazos Bend Elementary Chapter,

Charter Number: 52410

National Elementary Honor Society

Reviewed: February 12, 2013- Adopted: April 29, 2013

ARTICLE 1: NAME

The name of this chapter shall be the Brazos Bend Elementary Chapter of the National Elementary Honor Society (NEHS) of Brazos Bend Elementary School.

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 Brazos Bend Elementary.

ARTICLE 3: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Bylaws of NEHS. See www.nehs.org/bylaws

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: 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 the chapter administration and the selection, discipline, and dismissal of members. [*Note: Local advisers should confer with the principal and or school system representatives regarding the inclusion of the language from this section to be certain it conforms to existing local and state policies.*]

ARTICLE 4: 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 and Responsibility.

Section 2. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at upon completion of their elementary school studies on our campus. Graduate 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 to membership in this chapter, the candidate must have been enrolled for a period equivalent to a minimum of one semester at Brazos Bend Elementary.
- c. Candidates eligible for election to the chapter shall have received and maintained a minimum grade average of 85 percent in all subject areas, B, or 2.0 (on a 4.0 scale), or the equivalent standard of excellence.
- d. Upon meeting the grade level, enrollment, grade average standards, candidates shall then be considered based on their demonstrated personal responsibility.

ARTICLE 5: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of three faculty members appointed by the principal. The chapter adviser shall be the fourth, non-voting, ex-officio member of the Faculty Council.

Section 2. 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 for further consideration.
- 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 Candidates Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 3. The selection of active members shall be held once a year during the second semester of the school year.

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

Section 5. An active member of the National Elementary Honor Society who transfers from this school with an active chapter of NEHS will be given an official letter indicating the status of his/her membership.

Section 6. 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 6: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20.00 [*Note: Dues cannot exceed \$20 per member per year as noted in the national constitution.*] Dues will be payable to the chapter treasurer within 30 days of induction. [*Note2: Dues are not required as a function of the chapter.*]

Section 2. 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 adopted by the National Elementary Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

[*If additional member obligations exist for the local chapter, they should be delineated as additional sections of this article. A full accounting of all member obligations should be in place and can be replicated in Student Handbooks, Candidate packets, or Member Handbooks as needed.*]

ARTICLE 7: 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. [*Alternate times for officer elections can be inserted here.*] 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 meetings and be responsible for all official correspondence of the chapter.

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

NOTE: If additional or alternative officers or duties exist, their positions and duties of office should be detailed in this Article of the by-laws. Also consider adding components that would describe when officers can be relieved of their duties (suspensions, etc.) in cases not involving dismissal from the chapter.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's Executive Committee. The Executive Committee shall 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 8: MEETINGS

Section 1. Meetings of this chapter shall be quarterly.

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

ARTICLE 9: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. A minimum total of four (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 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 10: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship and responsibility may be considered for discipline or dismissal from the Brazos Bend Elementary 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, and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative average falls below the standard in effect when he/she was selected (90 percent average in all subject areas), he /she will be given a written warning and a reasonable time period 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 5 below). 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, failure to comply, unexcused absences, excessive tardiness, etc.) will receive a 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 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 the National Bylaws). 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. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Elementary Honor Society.

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

ARTICLE 11: RATIFICATION, APPROVAL, and REVIEW.

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

ARTICLE 12: 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.

Note: It is recommended that the Ratification and Amendment articles be the last articles, should the chapter wish to insert additional articles that are permissible.

Date: April 29, 2013

Signatures:

Chapter President

Secretary

Adviser

Principal