

# Brazos Elementary National Elementary Honor Society Chapter Bylaws



## Handbook

Adopted December 17, 2013

Chapter Bylaws  
Of the  
Brazos Cougars Elementary Chapter,  
of the  
National Elementary Honor Society (NEHS)  
Adopted: June 6, 2013

**ARTICLE 1: NAME**

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

**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 Elementary School.

**ARTICLE 3: POWERS**

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

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.

## 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 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 at this school. Graduate and honorary members have no voice or vote in chapter affairs. Membership in National Elementary Honor Society does NOT automatically transfer membership into the National Junior Honor Society or National Honor Society.

Section 3. Eligibility:

- a. 4<sup>th</sup> & 5<sup>th</sup> graders are eligible for consideration
- b. Candidates eligible for selection to this chapter must have been enrolled in Brazos Elementary for at least one semester to be eligible for membership. The Faculty Council may waive this semester enrollment requirement in case of transfer students if they believe sufficient information and experience are available to make selection possible.
- c. To be eligible for selection to membership in this chapter, the candidate must have been without excessive unexcused absences or tardiness.
- d. Candidates eligible for election to the chapter shall have a minimum cumulative average grade of A 90 in their core classes- Language Arts, Math, Science, and Social Studies, and Reading
- e. A or AB Honor Roll each six weeks prior to nomination
- f. Pass all STAAR tests that were given for your grade level
- g. No more than one ISS assignment prior to nomination
- h. No assignment to DAEP or suspension prior to nomination
- i. Maintain a 90% attendance rate

Section 4. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of faculty members (usually consisting of the NEHS sponsor(s), the school counselor, and the student's teachers, etc.) 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. 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 6. The selection of active members shall be held once a year during the second semester 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 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 at least 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 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 adopted by the National Elementary Honor Society.

Section 2. To date there are no dues for this chapter, however should the organization need dues or collection of monies in order to sustain its functions, a due may be necessitated and cannot be more than \$20.00 during that particular school year. The dues would then be due to the chapter treasurer within 30 days of induction.

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

#### **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 in a timely fashion on a date designated by the chapter advisor meeting of each school year. All active 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.

Section 8. Officers shall serve a term of one year

Section 9. 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. If needed, final say of decisions can be done by the Principal.

#### ARTICLE 7: MEETINGS

Section 1. Formal meetings of this chapter shall be held one time per month. Additional informal meetings may take place as necessary to complete projects.

Section 2. This chapter shall strive to conduct its meetings in a timely and organized manner.

#### ARTICLE 8: 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 of the chapter shall regularly participate in these projects. Members must have completed at least two service projects with the chapter.

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 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 Brazos Cougars 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 grade point average falls below the standard in effect when he/she was selected (93%), 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, 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. 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 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 year.

# **Brazos Elementary NEHS Bylaws**

## **Eligibility & Infractions Summary**

### **Addendum 2013-14**

#### **NEHS Qualifications:**

4<sup>th</sup> & 5<sup>th</sup> graders are eligible for consideration

A or AB Honor Roll each six weeks prior to nomination

Pass all STAAR tests that were given for your grade level

A 90 cumulative average in core classes- Language Arts, Math, Science, and Social Studies, and Reading

No more than one ISS assignment prior to nomination

No assignment to DAEP or suspension prior to nomination

Maintain a 90% attendance rate

Enrolled at BES for at least one full semester before qualified for nomination

#### **Membership Permanent Suspension**

The following will cause a student to be removed from NEHS:

1. Assignment to DAEP
2. Suspension from school
3. Three ISS assignments
4. Four assignments to Saturday School
5. Failure to attend work assignments that they signed up for. If there is an emergency then it is up to the student or parent to contact the NEHS sponsor and notify them of the emergency. Work assignments include: concession stand, clean-up crews, committee assignments, activity set-up, activity clean-up, and etc.
7. Fall below a 90% school attendance rate
8. Having two honor code violations (i.e. cheating, plagiarism, etc.)

#### **Membership Suspension for Six Weeks (Academics / Discipline)**

*After first warning, a suspension would be warranted for any of these violations.*

1. Not maintaining A or AB Honor Roll for the six weeks
2. Not passing STAAR tests for your grade level
3. Not having a 90 cumulative average in core classes – Language Arts, Math, Science, and Social Studies, and Reading for the six weeks
4. Having two ISS placements
5. Having two Saturday Schools
6. Having an honor code violation (i.e. cheating, plagiarism, etc.) On the second violation, will be permanently removed (*see above.*)



