



St. Elmo Elementary School
Chapter Bylaws

National Elementary Honor Society
Adopted: April 24, 2014

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Article 1: Name

The name of this chapter shall be the St. Elmo Honor Society Chapter of the National Elementary Honor Society (NEHS) of St. Elmo 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 St. Elmo 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.

Section 2. The chapter adviser is given the authority to supervise the administration of activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter reside with the school's principal.

Section 4. Non-discrimination. Our chapter of NEHS maintains policies and practices that are designed to prevent discrimination against any qualifying 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 and graduate. Active members become graduate members upon completion of their elementary school studies (fifth-grade year) at St. Elmo Elementary School. Graduate 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. Candidates eligible for selection to this chapter must be enrolled in Grade 4.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one full semester at St. Elmo Elementary School.
- c. Candidates eligible for selection to the chapter shall meet the additional following requirements:
 - a cumulative grade point average of 87.5% or higher for every quarter.
(Grade 3: 1st, 2nd, 3rd, and 4th quarters, and Grade 4: 1st, 2nd, and 3rd quarters)
 - an “S” in Conduct for every quarter.
(Grade 3: 1st, 2nd, 3rd, and 4th quarters and Grade 4: 1st, 2nd, and 3rd quarters)
 - an “S” in Work Study for every quarter.
(Grade 3: 1st, 2nd, 3rd, and 4th quarters and Grade 4: 1st, 2nd, and 3rd quarters)

- an “S” in P.E. for every quarter.
(Grade 3: 1st, 2nd, 3rd, and 4th quarters and Grade 4: 1st, 2nd, and 3rd quarters)
 - an “S” in P.A.C.E for every quarter (if applicable).
(Grade 3: 1st, 2nd, 3rd, and 4th quarters and Grade 4: 1st, 2nd, and 3rd quarters)
- d. Candidates eligible for selection in this chapter may not exceed 8 unexcused absences (see Mobile Public School System Attendance Policy for Grades Pre K - 8).
- e. To be eligible for selection to membership in this chapter, the candidate may not have any discipline referrals.
- f. Upon meeting the academic, attendance, and discipline standards, candidates shall then be considered based on their demonstrated personal responsibility, attendance, and citizenship.
- g. The Principal of St. Elmo Elementary School has discretion concerning requirements for Grade 4 students.

Section 4. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of 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, discipline, and attendance records shall be reviewed to determine eligibility.
- b. Students who are eligible 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 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. If needed, alternative or additional selection periods may be added.

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 St. Elmo Elementary School to a school with an active chapter of NEHS will be given an official letter indicating the status of his/her membership.
 - b. After a review of grades and conduct by the Faculty Council, an active member of the National Elementary Honor Society who transfers to St. Elmo Elementary 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.
- NEHS Chapter Bylaws Handbook, 1st Edition, Article 7, Section 6

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. One time dues for this chapter shall be \$20.00 for fourth grade students. Dues will be payable 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 and is not entitled to a full or partial refund of dues paid.

Article 6: Officers

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

Section 2. Student officers shall be elected at the *first* meeting of each school year. All active members are eligible to run for a position as an officer. The office of president shall be held by a fifth grade student.

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.

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.

Article 7: Meetings

Section 1: Meetings of this chapter shall be held bimonthly. Additional informal meetings may take place as necessary to complete projects.

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

Article 8: Activities

Section 1. The chapter shall determine one or more service projects for each year. A minimum total of four official activities will be conducted each year. Members must participate in at least three of the four service projects.

Section 2. All members of the chapter shall regularly participate in scheduled activities and service projects. Members must participate in at least three of the four service 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 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 St. Elmo Elementary School 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 grades fall below the standard in effect when he/she was selected (a cumulative grade point average of 87.5% or higher for every quarter, as well as an "S" in P.E., P.A.C.E, Conduct, and Work Study for every quarter), he/she will be given a written warning and a reasonable time period for improvement. If the grade 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, bullying, or other serious offenses defined in the Mobile County Public School System Student Code of Conduct or the St. Elmo Elementary School Student Code of Conduct.

Section 4. Offenders of the school conduct code (including, but not limited to, the use of profanity or profane gestures, unexcused absences, excessive tardiness, etc.) will receive a written warning. A conference may be requested by either party (Faculty Council or parent/student). If the member is involved in additional violations of the codes of conduct, 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(s) 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 to the student and parent(s). Dismissed members must surrender any and all membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the school principal and thereafter under the same rules for disciplinary appeals as found in the school district.
- e. The National Association of Elementary School Principals (NAESP) shall hear no appeals in dismissal cases (see "Article 9" of the National Elementary Honor Society National Constitution).
- f. Members who resign, or are dismissed may 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 years from the date of approval noted on the document.

Section 3. Amendments. These bylaws may be amended by a two-third vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. Exceptions will be provided for provisions regarding selection of members and chapter disciplinary guidelines, which are developed by the Faculty Council with the approval of the principal.