

Constitution of the National English Honor Society (NEHS)

Black Hawks Chapter (Adopted 2013; Bylaws revised 2015)

Williams Field High School
2076 S. Higley Rd.
Gilbert, AZ 85295

Article I

Name and Purpose

Section 1 The name of this organization shall be the Black Hawks chapter of the National English Honor Society, hereafter known as NEHS.

Section 2 The mission and purposes of this organization shall be literary and educational. NEHS shall strive to:

- A. confer distinction upon secondary school students for high achievement in English language and literature;
- B. provide, through its Williams Field chapter, cultural stimulation in a secondary school environment;
- C. encourage interest in the English language arts;
- D. promote exemplary character and good fellowship among its members; and
- E. serve society by fostering literacy.

Section 3 NEHS shall be under the sponsorship and supervision of Sigma Tau Delta, the International English Honor Society.

Article II

The Chapter Advisor

Section 1 The chapter advisor shall be a member of the English faculty, appointed by the principal, and may serve consecutive terms.

Section 2 The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among students, faculty, administration, and community.

Section 3 The chapter advisor shall maintain files on membership, chapter history, activities, financial transactions, and the chapter bylaws.

Section 4 The chapter advisor shall regularly review each member for compliance with Society standards and obligations.

Section 5 The chapter advisor shall help the chapter officers understand and carry out their duties.

Section 6 The chapter advisor shall be a voting member of the Faculty Advisory Council.

Section 7 The chapter advisor shall be designated a NEHS honorary member, but will not pay the national induction fee.

Section 8 The chapter advisor shall be the major liaison between the local chapter and the National Office, submitting the membership information and fees, and any other items requested by the National Advisory Council, and receiving for prompt distribution those items, pertaining to membership, sent by the National Office.

Article III

The Faculty Advisory Council

Section 1 The Faculty Advisory Council shall consist of no less than three English faculty members identified by, and including, the chapter advisor in consultation with the principal.

Section 2 The term of the Faculty Advisory Council shall be one year; members may serve consecutive terms.

Section 3 The Faculty Advisory Council shall meet at least once a year to review the procedures of the chapter, select members, consider dismissals, and/or for other related matters.

Section 4 The Faculty Advisory Council shall develop and revise, when necessary, all chapter procedures for the selection and dismissal of members.

Article IV

Membership

Section 1 Membership in local chapters is an honor bestowed on a student. Selection for membership is by a Faculty Advisory Council and is based both on academic accomplishment in English courses, as well as on overall academic accomplishment. English courses include: English 1 & 2, Honors English 1 & 2, English 3 & 4, Honors English 3 & 4, English 5 & 6, AP English Language, English 7 & 8, AP English Literature, English 102 & 102.

Section 2 Once selected, members have the responsibility to continue to demonstrate high standards, including the maintenance of grades, in English. Failure to do so will result in removal from membership.

Section 3 There are three types of membership: active, alumni, and honorary:

A. Active members are high school students and remain active members while they maintain the required GPA and until graduation, at which time they become alumni members.

B. Alumni members, in accordance with school policy, may be invited to participate in chapter events, but have no voice or vote in chapter affairs.

C. Honorary membership may be awarded, by consent of the Faculty Advisory Council, to school officials, principals, teachers, adults and students whose achievements in English or NEHS-related activities merit special recognition. Chapters may induct up to four honorary members per year, and are responsible for induction fees for honorary members. Honorary members shall have no voice or vote in chapter affairs.

Section 4 Any NEHS member who transfers to another school and brings a letter of verification from the former principal or chapter advisor to the new school NEHS chapter advisor shall be accepted automatically as a member in the new school's chapter.

Section 5 Membership may not be determined, in any way, on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or physical (dis)ability.

Section 6 Acceptance into NEHS membership does not preclude automatic acceptance into Sigma Tau Delta, the International English Honor Society.

Article V

Selection of Members

Section 1 Candidates for membership must have been in attendance at the school the equivalent of one semester prior to being considered. If special circumstances merit, the Faculty Advisory Council may waive the semester regulation.

Section 2 Candidates must have completed the equivalent of two semesters of English prior to induction as members. *No freshman students will be admitted.*

Section 3 Candidates must have achieved a minimum overall grade point average of a 3.0

(on a 4.0 scale) prior to induction as members.

Section 4 Candidates must have achieved a minimum English grade point average of 3.0 (on a 4.0 scale) prior to induction as members.

Section 5 Candidates achieving the minimal requirements may be invited to apply for membership in NEHS. The application process will require candidates to demonstrate their desire to be a member of NEHS.

Section 6 Faculty Advisory Councils may raise, but not lower, these criteria; criteria must be based solely on academic considerations.

Section 7 Any member whose grades in English drop below the chapter's minimum admission requirement for two consecutive semesters shall be dismissed from NEHS membership. Such members may be readmitted when current minimum membership criteria are met.

Section 8 The method of selection of eligible students and their election to membership shall be determined by the Faculty Advisory Council and shall be consistent with the rules and regulations of NEHS.

Section 9 A description of the selection procedure and local chapter criteria shall be widely available in a timely fashion to all the school's students, faculty, and parents.

Section 10 The National Advisory Council shall not review the judgment of the Faculty Advisory Council regarding selection of individual members to local chapters.

Article VI

Member Responsibilities

Section 1 Members must pay a one-time membership fee, which includes national dues to be paid to the NEHS.

Section 2 Members are expected to attend all meetings of the NEHS, including ceremonies.

Section 3 Members are expected to help plan and participate in NEHS sponsored events and activities.

Section 4 Members are expected to represent the NEHS in a positive manner and conduct themselves with the highest integrity.

Article VII

Induction

Section 1 NEHS may institute an appropriate ceremony for the induction of new members. The procedures for and nature of this ceremony shall be determined by the chapter and its Faculty Advisory Council. Newly inducted members shall receive their membership certificates and other appropriate materials as their membership is affirmed.

Section 2 In the event that an individual qualifies for membership after the date of the induction ceremony, s/he may be inducted at a regular chapter meeting provided the membership forms and fees already have been submitted to the National Office.

Article VIII

Removal from Membership

Section 1 The procedure for removal from membership shall be determined by the Faculty Advisory Council in compliance with the rules and regulations of the National Advisory Council. A written description of the removal process shall be available to interested parties.

Section 2 Members who fall below the standards that were the basis for the selection shall be warned promptly in writing by the chapter advisor and given a reasonable amount of time to

correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

Section 3 In all cases of impending removal from membership, a member shall have the right to a hearing before the Faculty Advisory Council.

Section 4 A member may be reinstated when the Faculty Advisory Council determines that the member is once again qualified for membership. All reinstatements must be reported promptly to the National Office.

Section 5 The chapter advisor shall notify the National Office promptly of any chapter member dismissals.

Section 6 The National Advisory Council, Sigma Tau Delta, and the school's administrators shall hear no appeals in cases of removal from membership.

Article IX

Chapter Officers

Section 1 The officers of the chapter, their duties, and the method of their election, shall be determined by the members of the chapter, approved by the Faculty Advisory Council and the principal, and described in the chapter bylaws.

Section 2 New officers shall be elected in the spring and installed at a special ceremony.

Article X

Executive Committee

Section 1 The chapter's executive committee shall consist of the chapter's officers and the chapter advisor.

Section 2 The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3 The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Article XI

Meetings

Section 1 Each chapter shall have regular meetings during the school year, on days designated by the executive committee and in accordance with school policy and regulations.

Section 2 The regularity of the meetings (i.e., weekly, monthly, bimonthly) shall be designated in the chapter bylaws, but they shall occur no less than once a semester.

Section 3 Special meetings approved by the executive committee may be called by the chapter president or other designated student leader, in consultation with the chapter advisor.

Section 4 Chapters shall, in all points not expressly provided for in this constitution or the chapter bylaws, conduct meetings according to *Robert's Rules of Order, Newly Revised*.

Article XII

Activities

Section 1 Each chapter shall determine, in accordance with the chapter advisor, activities appropriate to the purposes of NEHS.

Section 2 These activities shall have the following characteristics: fulfill a need within the

school or community; have the support of the Faculty Advisory Council; be appropriate and educationally defensible; and be well planned and executed. These activities may or may not directly pertain to the discipline of English, but should in some ways reflect the activity's appropriateness for the goals and mission of NEHS.

Section 3 Each chapter shall publicize its projects in a positive, responsible, and tasteful manner suitable for representing a national honor society such as NEHS.

Article XIII

Official Insignia

Section 1 NEHS shall have an official emblem selected by the National Advisory Council, who shall have the exclusive control of its use.

Section 2 Only active, alumni, and honorary members shall be entitled to wear this emblem.

Section 3 Any member who resigns or is removed from membership shall not be entitled to wear this emblem.

Section 4 All Society insignia must be procured from the NEHS National Office; members and local chapters may not reproduce or substitute any officially designated insignia.

Section 5 The motto of NEHS is "Gelast Seel Mid Are"— Old English for "duty goes with honor."

Section 6 The official colors of NEHS are royal blue and gold.

Section 7 The official flower of NEHS is the white carnation.

Article XIV

Bylaws

Section 1 Each chapter shall write bylaws to amplify sections of the constitution and to clarify the chapter's operating procedures. Bylaws do not need the approval of the National Advisory Council but must be consistent with this constitution.

Section 2 The chapter bylaws shall contain, but not be limited to, information concerning: membership selection criteria; the scheduling of meetings; the election, duties and responsibilities of officers; the chapter advisor; criteria for removal from office; filling of officers' vacancies; chapter dues (if any), and the method and procedure for ratification of the bylaws.

Section 3 Each chapter must ensure that a copy of its bylaws is on file with the school.

Section 4 Each local chapter shall submit annually, to the National Office, a copy of its most recently revised bylaws.

Specific Requirements for Membership:

- a. Must have been in attendance at the school the equivalent of one semester prior to being considered. If special circumstances merit, the Faculty Advisory Council may waive the semester regulation.
- b. Must have completed the equivalent of two semesters (or one full credit) of English prior to induction as a member
- c. Must have achieved a minimum overall grade point average of a 3.0 (on a 4.0 scale) prior to induction as a member.
- d. Must have achieved a minimum English grade point average of 3.0 (on a 4.0 scale) prior to induction as a member.
- e. Must complete an application demonstrating a desire to be a member of NEHS.
- f. Must obtain one positive recommendation from a former English teacher.

Member Removal:

Any member whose grades in English drop below the chapter's minimum admission requirement for two consecutive semesters shall be dismissed from NEHS membership. Such members whose grades drop below the chapter's minimum admission requirement shall be readmitted when current minimum membership criteria are met. The procedure for removal of a member shall be as follows:

- a. A warning shall be sent in writing to the member after the first semester that the member's grades drop below the minimum requirement of a 3.0 (on a 4.0 scale).
- b. The member shall have one semester to bring grades up in English.
- c. If the member's grades do not rise to an acceptable level after a semester, then the member will receive a notice of impending removal from membership and be notified of the right to a hearing before the Faculty Advisory Council.
- d. A member may be reinstated when the Faculty Advisory Council determines that the member is once again qualified for membership, if grades rise to the minimum membership requirement.
- e. The Faculty Advisory Council's decision is final, as no appeals can be made to the National Advisory Council or the school's administration.

Chapter Dues:

Members must pay a one-time membership fee of \$24, which includes national dues to be paid to the NEHS. Members will also pay an annual yearly club fee of \$1.

Meetings:

NEHS meetings shall occur every other month on the last Tuesday of the month. NEHS officers shall meet in the intervening months on the last Tuesday of the month to prepare for the upcoming projects, events, and/or activities.

Nomination and Election of Chapter Officers:

Chapter officers can be self-nominated or nominated by members for the ballot. In order to be elected into office, members must receive the majority vote from the membership and be approved by the Faculty Advisory Council.

Removal of Chapter Officers:

Chapter officers can be removed from office for the same reasons that a member can be removed, as stated above. An officer may also be removed for egregious behavior violations of school rules and school board policies. An officer will be notified in writing of impending removal from membership and will have the right to appear before the Faculty Advisory Council for a hearing.

Duties and Responsibilities of Chapter Advisor, Faculty Advisory Council, and Officers:**Chapter Advisor:**

The chapter advisor shall be a member of the English faculty, appointed by the principal, and may serve consecutive terms. The advisor is responsible for the direct, day-to-day supervision of the chapter, maintaining files on membership, chapter history, activities, financial transactions, and the chapter bylaws. The advisor shall also regularly review each member for compliance

with Society standards and obligation and help the chapter officers understand and carry out their duties. The chapter advisor shall be a voting member of the Faculty Advisory Council and shall be designated a NEHS honorary member, but will not pay the national induction fee.

Faculty Advisory Council:

The Faculty Advisory Council shall consist of no less than three English faculty members identified by, and including, the chapter advisor in consultation with the principal. The term of the Faculty Advisory Council shall be one year; members may serve consecutive terms. The Faculty Advisory Council shall meet at least once a year to review the procedures of the chapter, select members, consider dismissals, and/or for other related matters. The Faculty Advisory Council shall develop and revise, when necessary, all chapter procedures for the selection and dismissal of members.

President:

The president presides at the meetings; initiates activities and sees that they are carried out; appoints committees and sees that they function; lends continuity to the chapter; and makes certain that the jobs are distributed among as many of the members as possible. The president should be aware of the importance of teamwork, and that the distinction of being elected president is an honor not to be treated lightly.

Vice President:

The vice president presides in absence of the president. This officer confers with the president and the chapter advisor and should be kept informed and involved in the activities. The vice president, with the chapter advisor, may also assume the duties of co-program chair of the induction ceremony. This requires inviting speakers and making other necessary arrangements, and seeing that the program is coordinated effectively. As a committed chapter officer, the vice president can chair particular committees as needed and provide leadership for particular projects and activities.

Secretary:

The secretary keeps the minutes of the meetings, both of the business transacted and of the programs and activities. S/he sends out announcements of future meetings and the minutes of previous meetings. Other duties of this officer include corresponding with the National Office by sending in the names of new members and reporting activities, being responsible for local speakers, acting as host or hostess at chapter programs, and possibly serving as chair for particular activities or events.

Treasurer:

The treasurer helps the chapter advisor with the chapter's money matters such as dues and fundraising. S/he helps the advisor count money and prepare it for deposit and keeps the other officers apprised of the status of the chapter finances. The treasurer should take an active role in any fundraising projects in which the chapter engages.

Public Relations Chair:

The Public Relations Chair is responsible for keeping the news media informed of programs, speakers, awards, and honors involving the National English Honor Society chapter. This officer should work closely with the school's newspaper and yearbook staff and can also make sure that

fliers and banners are posted and that announcements concerning chapter events are made in a timely fashion.

Article XV

Amendment of Bylaws

Section 1 The bylaws of the Williams Field chapter are subject to alteration and amendments.

Section 2 A majority vote of the members is necessary to ratify bylaws.

Section 3 The members may propose amendments at any time, and amendments should be suggested during chapter meetings.