The following are the bylaws of Villa Joseph Marie High School's chapter of the National English Honor Society. ***Revised: November 2021***

Article 1. Purpose

Section 1 - This chapter of the National English Honor Society has the following primary purposes: to recognize those students who, on the basis of academic grades and performance, merit special note for past and current accomplishments; to nurture members to further develop their abilities in the various fields of English; and to encourage members to use their talents in the service of others.

Article 2. Moderator

Section 1 - The organization shall at all times have a designated moderator who is a current staff member in the Villa Joseph Marie High School English Department.

Article 3. Membership

Section 1 - Membership in local chapters is an honor bestowed on a student. Selection for membership is by a Faculty Advisory Committee and is based both on academic accomplishment in English and English-related courses, as well as on overall academic accomplishment.

Section 2 - The criteria for membership and the selection procedures shall be public information, available to parents and students. They shall be published on Villa Joseph Marie High School's website.

Section 3 – *Criteria for Membership*

a. All eleventh- and twelfth-grade students of Villa Joseph Marie High School who meet all of the criteria are eligible to be considered for membership.

b. The student has an English cumulative GPA (Freshman and Sophomore year) no less than a A- (91).
   - This English Cumulative GPA applies to all academic levels (English 1A and 2A, Academic, Honors, Accelerated, Advanced Placement).
   - The English cumulative GPA will include both regular English classes and English elective classes.
   - The student's current grade in English class or classes matches these requirements at time of survey submission.
   - Any returning members must maintain these standards for their Senior year.
   - The student may not have an English grade lower than a B+ in any semester (for any English course).

c. The student has a cumulative overall GPA no less than a B (86)
   - The student has no grade lower than a B- in any subject.
   - The student's current overall GPA matches these requirements at the time of survey submission.
   - Returning members must maintain these standards for their Senior Year.

d. The student must receive the recommendation of her current, core class English teacher (NOT her English elective teacher if she is taking an elective).

e. The student must have one prior year of participation/active membership AND a commitment/active membership in the following:
- *Corona* Yearbook
- Page Turners Society
- *Quintessence* Staff
- *SWORD* Peer Readers
- *VJM Journal* Staff
- Reading Olympics (participation in school meetings and Reading Olympics competition)

f. The student will write a 250 – 500-word essay on why she wants to join the English Honor Society/what the subject of English means to her. She may also address what sorts of topics/activities/contributions she can make to the Honor Society. The evaluation of the essay will be an additional deciding factor in obtaining membership. Essays must reflect versed and thoughtful writing skills including (but are not limited to) the following:
- Proper Grammar, Mechanics
- Strong Argument and Organization (specific examples, narrative elements)
- Content

The paper must be double spaced, Times New Roman, 12-point font. At the top of the paper should be her name and homeroom (typed). If a student is not invited to join NEHS for her Junior year, she may NOT use the same essay for her survey if she decides to be surveyed for membership for her Senior year.

g. The student will pay dues of $20. This includes $15 for New Member Enrollment Fee and $5 for Pin.
- This fee is a one-time only fee. There are no refunds once student is admitted into the society.
- Students will receive their money back if they do not make the English Honor Society.

h. The student will follow the Code of Conduct set forth by Villa Joseph Marie High School and the Villa Joseph Marie High School Student Handbook.

Section 4 – *Criteria for Maintaining Membership*

a. The student will maintain all academic requirements as outlined by Article XXII Section 3b and 3c.

b. The student will maintain membership in the English clubs or activities as outlined by Article XXII Section 3e.

c. The student cannot miss more than three meetings in a school year. Meetings will be held approximately once a month. A student who misses more than three missed meetings may have this condition waived due to unique circumstances. In this case, a conversation with the student and administration is needed for this exemption.

d. The student must participate in one of the following service projects: VJM Book Drive (end of May).

e. The student will follow the Code of Conduct set forth by Villa Joseph Marie High School and the Villa Joseph Marie High School Student Handbook.

Section 5 – *Non-Selection*

a. Students who have completed a survey for membership but who have not been selected will be notified of the non-selection by the moderator no later than one week before the induction ceremony.

b. No constitutional due-process requirements apply to the non-selection for membership.

c. The moderator of the National English Honor Society may listen to inquiries from students not selected. In cases where a student believes that a procedural mistake has been made, the student must present a written request for appeal stating the procedural concern to the moderator within ten school days of notification of non-selection. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the chapter's failure to follow prescribed procedures. If the moderator deems the appeal justified, she will resubmit the student's information to the Faculty Advisory Committee for reconsideration and notify the student of their decision at least two days before the induction ceremony. The appeal process does not include a personal appearance of the student or her parents with the council members. There shall be no questioning of the subjective aspects of the selection process.

Section 6 - *Loss of Membership*

a. Students who fall below the standards that were the basis for their selection as members shall be warned promptly in writing by the moderator 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. 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. Article XIII of the NEHS Constitution provides further details.

Article 4. The Faculty Advisory Committee

Section 1 - Only the Faculty Advisory Committee may amend bylaws relating to Criteria for Membership outlined in Article XXII Section 3.

Section 2 - The Faculty Advisory Committee can nominate and honor at least one honorary member each year who may not necessarily meet the grade requirement outlined above, but reflects a dedication, passion, and strong work ethic in the subject of English and English related clubs/activities. This student will maintain the honorary member designation throughout her membership. The role of the honorary designee will follow the definition outlined in the National bylaws.

Section 3 - The Faculty Advisory Committee will vote for the members of the inaugural Executive Board (President, Vice President, and Secretary). Subsequent Executive Board members will fill out the Executive Board Candidate Survey. The Faculty Advisory Committee will review surveys with the names of students redacted. The Faculty Advisory Committee will then vote for the President, Vice President, and Secretary.

Section 4 – The Faculty Advisory Committee can enact motions to amend the bylaws of this local chapter.

Article 5. The Executive Board

Section 1 - As leaders of a chapter, officers are a key to its success. They should showcase dependability, enthusiasm, and vision.

Section 2 - The moderator will instruct officers thoroughly in their duties and confer with them often. The officers should seek to lead the other members rather than do all the work themselves.

Section 3 - One goal should be to involve every member, either as an officer or committee member. Actively involved members are committed and feel a part of the chapter while inactive members soon become mere observers.

Section 4 - The day-to-day leadership of each chapter largely depends on its chapter officers. Each chapter determines the number of its officers. The members may vote by a two-thirds majority to create a new Executive Board position. The Faculty Advisory Committee has the right to veto the position.

Section 5 – Students interested in the Executive Board positions must go through the NEHS Executive Board Survey process. Students will fill out a survey which will require an additional essay and other pertinent leadership and academic requirements. The Faculty Advisory Committee will vote for the President, Vice President, and Secretary.

Section 6 - The chapter officers, along with the moderator, comprise the chapter's executive committee, the task of which is to direct the chapter's business determining the local dues structure (if any), reviewing and updating the bylaws, setting the time and place of meetings and their agendas, approving special events and projects, etc.

Section 7 - The Executive Board is in charge of running all chapter meetings.

Section 8 - If one of the Executive Board members resigns or is ineligible for membership, the moderator will be in charge of appointing a new member to the Executive Board.

Section 9 - *The President* – The president presides at the meetings; initiates activities and sees that they are carried out; manages the VJM Writing Center and its scheduling; appoints committees (i.e. a Public Relations Chair) 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.

Section 10 - *The Vice President* – The vice president presides in the absence of the president. This officer confers with the president and moderator often and should be kept informed and involved in the activities. The vice president, with the moderator, may also assume the duties of (co)program chair. This requires inviting speakers, gathering necessary materials, making necessary arrangements, and seeing that the programs/activities of the Society are effected in good order. As a committed chapter officer, the vice president can chair particular committees as needed and provide leadership for particular projects and activities.

Section 11 - *The Secretary* - The secretary keeps the minutes of the meetings, both of the business transacted and of the programs and activities. She sends out announcements of future meetings, creates the agenda for meetings, and sends out the minutes of previous meetings. She is also in charge of attendance for all meetings. Other duties of this officer may include corresponding (along with the moderator) with the Central 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 a particular activity or project. The secretary is also in charge of writing up a formal summary of the year's activities for the moderator.

Section 12 – *The Treasurer* - The treasurer is in charge of collecting moneys. This includes, but is not limited to, the following: any moneys collected during Books for Africa fundraiser events; moneys collected for t-shirts or parties for the Society; moneys collected for field trips. The treasurer is in charge of writing up and applying for any grants and/or scholarships that could benefit the chapter, should they avail themselves. She should keep

the other officers apprised of the status of chapter finances. As directed by the president, the treasurer may also possibly serve as chair for a particular activity or project.

Article 6. Chapter Life

Section 1 - Our organization will plan and direct a program of activities in order to develop the community of people who are interested in English. Participation in chapter activities is one of the most valuable benefits of membership; the kinds of appropriate activities are limited only by the members' imaginations. Invited speakers, book, movie, or play discussions, field trips to literary sites, producing a chapter literary publication, theme parties, tutoring, and sponsoring writers' workshops, -- the ideas are endless.

Article 7. Constitution

Section 1 - Any amendment to this constitution must be presented by a full member in the form of a motion during a business meeting. It must then be placed on the table until the following meeting, at which time it will become effective provided it is passed by a two-thirds majority of the full members.

Section 2 - The NEHS Moderator will make adjustments to phrasing as needed due to changes in National bylaws, administrative rules and standards, and motions made by the Faculty Advisory Committee.

Section 3 - The local chapter constitution must not violate any stipulation of the national constitution.

Section 4 - Bylaws may be adopted to amplify the constitution and to take care of details.