



**Constitution and By-laws**  
**of**  
**HCS Scholars Academy High School Chapter of the**  
**National English Honor Society**

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**PURPOSE**

**Section 1** The name of this organization shall be 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 arts;
- B. provide, through its local chapters, cultural stimulation in secondary school environments;
- 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 I]

**THE NATIONAL ORGANIZATION AND ITS ROLE**

**THE NATIONAL ADVISORY COUNCIL**

**Section 1** The oversight of this organization shall be vested in the National Advisory Council.

**Section 2** The National Advisory Council shall consist of up to three members per geographic area, approved by the Sigma Tau Delta Board of Directors, the Sigma Tau Delta Executive Director, and the NEHS Director. All shall be selected to represent the corresponding six Sigma Tau Delta Regions. The NEHS Executive Director and the NEHS Director shall be ex officio, voting members of the National Advisory Council.

**Section 3** Each of the appointed members shall serve a three-year term, renewable once.

**Section 4** Each of the appointed members shall be tenured, full-time secondary school teachers or administrators whose primary teaching responsibilities are in the field of English.

**Section 5** The National Advisory Council shall be constituted in such a way that two of the six members will complete, and two begin, their three-year terms each year, so that in the course of any one academic year at least four members will be in continuing terms of office. This does not apply to the Sigma Tau Delta Executive Director or NEHS Director, who remain as permanent members of the Council.

**Section 6** Any National Advisory Council members may be removed for cause by a majority vote of the other Council members, provided the NEHS Director has notified such Council member in writing at least thirty days prior to the removal, specifying cause(s), or charge(s), or both.

**Section 7** In the event that a Council member is unable to serve, the NEHS Director, in consultation with the remaining National Advisory Council members, shall identify a replacement to serve the remainder of the unexpired term.

**Section 8** A simple majority of all members shall constitute a quorum of the National Advisory Council. In the absence of a quorum, motions may be made, but any such motion(s) shall then be submitted to a vote of record and, if passed by a majority of Council members, shall be considered binding.

**Section 9** National Advisory Council members shall share the powers, duties, and responsibilities of the Council, except for those specifically designated otherwise. These obligations shall include, but not be limited to, disseminating information to local chapters in their regions, encouraging and stimulating active chapters, encouraging the formation of new chapters, and serving on committees, task forces. Members of the Council shall agree to meet all expectations of the position as outlined, including completion of an annual National Advisory Council member report.

**Section 10** National Advisory Council meetings shall be held at least once every year at a time and place selected by the Sigma Tau Delta Board of Directors; such meeting will coincide with the international convention of Sigma Tau Delta.

## **OFFICERS OF THE NATIONAL ADVISORY COUNCIL**

**Section 1** The National Advisory Council shall be led by the NEHS Director, who is employed by Sigma Tau Delta.

**Section 2** The Executive Committee of the National Advisory Council shall consist of the Executive Director of Sigma Tau Delta, the NEHS Director, and one representative from each of the six geographic regions of NEHS.

**Section 3** The Executive Committee shall have all executive powers of the Council except those retained by the full Council.

**Section 4** The Executive Committee shall have the following duties:

- A. The NEHS Director shall preside at all meetings of the Executive Committee and at any full Council meetings. S/he shall appoint committees, of which s/he shall be an ex officio member. S/he shall report annually to the Sigma Tau Delta Board of Directors the activities, developments, financial status, and concerns of NEHS.
- B. The Executive Committee will communicate regularly throughout the school year.

## **NEHS DIRECTOR**

**Section 1** The NEHS Director shall be appointed by the Sigma Tau Delta Board of Directors and shall serve subject to a written contract setting forth the powers and duties of the position.

**Section 2** The NEHS Director shall serve as the chief liaison between the National Advisory Council and the Sigma Tau Delta Board of Directors.

**Section 3** The NEHS Director's contract may be renewed at the discretion of the Sigma Tau Delta Board.

**Section 4** In the event that the contract with the NEHS Director is breached or is otherwise unfulfilled, the president of the Sigma Tau Delta Board of Directors, the Executive Director of Sigma Tau Delta, and the National Advisory Council shall call upon the Board, within one month, to determine the method of selecting a successor.

**Section 5** The NEHS Director is an ex officio voting member of the National Advisory Council.

**Section 6** The NEHS Director reports to and is under the supervision of the Executive Director of Sigma Tau Delta.

## **NATIONAL COUNCIL COMMITTEES**

**Section 1** NEHS may create committees as necessary to do the work of the Council.

**Section 2** The NEHS Director shall appoint the members of the committees.

**Section 3** The NEHS Director shall be an ex officio member of all committees.

**Section 4** The committees shall report to the Council regarding the fulfillment of the charges given them by the Council.

[Articles II, III, & IV]

## **POWERS VESTED IN THE SCHOOL ORGANIZATION**

### **THE PRINCIPAL (OR THE PRINCIPAL'S DESIGNEE) WILL**

- Solicit one or more volunteers to serve as chapter advisor(s).
- Reserve the right to approve all activities and decisions of the chapter.
- Receive appeals in cases of non-selection of member candidates or the dismissal of members after that individual has appealed a decision, in writing, to the advisor and the content-area faculty advisory council.

### **THE CHAPTER ADVISOR WILL**

- Consist of an instructional coach and a teacher certified in the content area. The role of the instructional coach is to coordinate between the societies and to assist with the operations of the society.
- Be a faculty member who volunteers to lead the chapter and, by their example, demonstrate enthusiasm for language arts and education.
- Be responsible for the direct, day-to-day supervision of the chapter and act as liaison among students, faculty, administration, and community.
- Maintain files on membership, chapter history, activities, financial transactions, and the chapter bylaws.
- Regularly review each member for compliance with society standards and obligations.
- Determine the method of officer selection.
- Determine the number of officers and their duties.
- Help the chapter officers understand and carry out their duties.

- Act as a voting member of the Content-Area Faculty Advisory Council.
- Be a designated NEHS honorary member.
- Serve as 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 items pertaining to membership sent by the National Office.

#### **THE CONTENT-AREA FACULTY ADVISORY COUNCIL WILL**

- Consistent of one member of the administrative team and one member from each core content area (i.e., English, math, science, and social studies).
- Meet to review the procedures of the chapter, outline the selection process for new members, consider dismissals, and/or discuss other related matters.
- Develop and revise, when necessary, all chapter procedures for the selection and dismissal of members.
- Serve an appointment of one school year, and they may serve consecutive years.

**[Articles VII, VIII, & IX]**

#### **LOCAL CHAPTER GUIDELINES**

**Section 1** Any high school is eligible to apply for a charter of a local chapter. Each school shall have its own chapter except in situations where a school's size precludes the formation of a Faculty Advisory Council or if the school's student population is not large enough to maintain a viable chapter. In such cases a chapter can be shared as long as all other constitutional requirements can be met.

**Section 2** Each chapter shall complete a charter application, supplied by the Central Office, and pay a chartering fee determined by the National Advisory Council.

**Section 3** Each chapter shall pay an annual affiliation fee determined by the National Advisory Council.

**Section 4** Local-chapter member dues, if any, shall be determined by the local chapter and shall be subject to the approval of the chapter's Faculty Advisory Council.

**Section 5** Duly chartered local chapters shall conform to this constitution as set forth by the National Advisory Council. Failure to do so may result in the loss of the charter.

**Section 6** Each chapter shall submit annually its new-member list and associated fees.

**Section 7** Any chapter that fails to fulfill the provisions of this Constitution and bylaws, or which conducts its affairs and business in such a way as to contradict or impede the progress and purposes of NEHS, shall forfeit its charter. In the event that a charter is to be canceled at the request of the local chapter the Central Office will recognize and register such cancellation.

**Section 8** A chapter that does not submit annually its new-member information, member fees, and its annual affiliation fee shall be deemed inactive. After two years of inactive status, the chapter shall forfeit its charter. The chapter may be reinstated upon submitting reactivation papers and fees, as determined by the National Advisory Council.

[Article VI]

### **PARTNERSHIP WITH SCHOOL CLUB/ORGANIZATION**

To create a welcoming environment for all students, even those who do not currently meet requirements for induction, the content-area honor society will pair with a school based club. Only inducted members can vote or hold officer positions; however, through the partnership with a school based club, students may participate in events. Students who participate in the club, but are not inducted members, are not eligible for honor cords, and they can only list the club (not the honor society) on college applications, resumes, and curriculum vitae. Inducted memberships should list the honor society. Members who have transitioned from the partnered club to being inducted should delineate membership for each. [See bylaw guidelines for additional information.](#)

### **THE 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 Content-Area Faculty Council and the principal, and described in the chapter bylaws.

**Section 2** The officers of this chapter shall be elected in accordance with school guidelines for club inductions. If a senior or a non-returning student is in an officer position, the remaining officers and/or Content-Area Faculty Council may temporarily appoint students to handle the business of the society until the fall induction ceremony.

An officer may hold a position in one other honor society/club (up to two total positions); however, no officer may be president of more than one honor society/club.

Guidance on the chapter's officers will be guided by the following:

- The chapter shall consist of the following officers: a president, a vice president, a treasurer, a secretary, and a community outreach officer. All must be members of the National English Honor Society.
- It shall be the duty of the president to preside over all the meetings of this chapter.
- The vice-president shall fulfill the duties of the president in his/her absence. The vice-president shall also liaison with yearbook staff to assist with the representation of the society in the yearbook.
- The chapter treasurer shall receive and distribute all funds of the chapter and shall keep an accurate account of the receipts and disbursements in accordance with school regulations.
- The chapter secretary shall keep the minutes of the meeting, a record of all business, and a record of attendance by the members. These records should be provided to the chapter advisor when the term of the chapter secretary ends. Records should be stored, if possible, in electronic format. The chapter secretary shall also be responsible for publicizing the events of the chapter and keeping its members informed of those events.

[Articles XIV & XV]

### **CRITERIA FOR CHAPTER MEMBERSHIP**

**Section 1** Membership in local chapters is an honor bestowed on a student. Selection for membership is by a Content-Area Faculty Council and is based both on academic accomplishment in English and English-related courses, as well as on overall academic accomplishment. For the purposes of identifying “English,” individual schools may use any courses that use the “English” designation on report cards or in fulfilling “English” requirements.

**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 confer automatic acceptance into Sigma Tau Delta, the International English Honor Society.

## **REQUIREMENTS AND PROCEDURES FOR INITIAL MEMBER SELECTION**

Students must have completed English 1 Honors and English 2 Honors. In addition, they must be enrolled in an English course at the Honors or AP level, or they may be enrolled in an English course through Coastal Carolina University.

Students must have a minimum 3.0 (on a 4.0 scale) overall GPA and content area GPA. Coastal Carolina University's grades are included in the unweighted GPA calculation.

Students must pay the induction fee to the national office and any additional fees required by the school chapter.

## **REQUIREMENTS FOR CONTINUED MEMBERSHIP**

Members must attend regular meetings and participate in activities. Members must maintain a 3.0 unweighted combined GPA in all English courses completed and a 3.0 overall unweighted GPA. Members must be enrolled in an English course during the school year. These courses may be Honors, AP, or dual-enrollment. Coastal Carolina University's grades are included in the unweighted GPA calculation.

Students must pay yearly dues, which will be decided by the officers, principal, and Content-Area Faculty Council. These dues will be collected to pay the yearly review fees to the national office. Any remaining fees may be used to support the honor society's mission.

## **DISMISSAL OF MEMBERSHIP**

Any student who does not meet GPA requirements for two consecutive semesters may be removed from membership based on the recommendation of the principal and the Content-Area Faculty Council. Any student who fails to meet the community service requirements, attend meetings, participate in events, and/or uphold the values of the society may be removed from membership based on the recommendation of the principal and the Content-Area Faculty



Council. Students may be readmitted upon addressing the outstanding issues. Until readmission is granted, the dismissed students will have no voice or vote in chapter affairs.

## **HONORARY MEMBERSHIP**

Per Article X, Section 3, honorary membership may be awarded by the consent of the Content-Area Faculty Council to school officials, principals, teachers, adults and students who achievements in English or NEHS-related activities merit special recognition. Chapters may induct up 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.

## **INDUCTION**

The regularly scheduled induction ceremony will take place during the spring semester. Students must be present at the induction ceremony to finalize membership. If a student misses the induction ceremony, the principal and advisor may grant permission for the induction to occur at the next regularly scheduled meeting of the honor society; however, this cannot occur until elected officers for the current school year are in place. Seniors cannot be inducted as the spring ceremony is for the upcoming school year, and at that point, the students will no longer be at Scholars Academy.

**[Articles X, XI, XII, & XIII]**

## **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. Meetings shall be scheduled in accordance with school guidelines. Meeting dates are pending administration approval and must work with other organizations and clubs to limit conflicts for members.

**Section 3** The chapter president or other designated student leader, in consultation with the Chapter Advisor, may call special meetings of the chapter.

**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 XVI]**

## CHAPTER ACTIVITIES

**Section 1** Each chapter is responsible to host one service opportunity per semester.

**Section 2** These activities shall have the following characteristics: fulfill a need within the school or community; have the support of the Content-Area Faculty 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 to 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 XVII]

## COMMUNITY SERVICE

All members must complete community service. Students must complete the required yearly community service hours for the HCS Scholars Academy High School and complete an additional 10 hours of community service. The 10 hours may also count towards requirements for the other honor societies. Service to the societies may count towards this requirement.

## USE OF OFFICIAL INSIGNIA AND MOTTO

**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 Central Office; members and local chapters may not reproduce or substitute any officially designated insignia.

**Section 5** The motto of NEHS is "Gelast Seal 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 XVIII]**

**AMENDMENTS TO 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.

Changes can be recommended by students, administration, or faculty, but approval of changes will occur with a majority vote by the faculty council.

**[Article XIX]**