



**Chapter Bylaws**  
Of the  
Shambala chapter  
Charter Number: 5076  
of the  
National English Honor Society (NEHS)

**ARTICLE I: SHAMBALA**

The name of this chapter shall be the Shambala Chapter of the National English Honor Society

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to recognize students for outstanding academic achievement in the area of English and demonstrate personal responsibility to provide meaningful service to the school and community, develop essential leadership and citizenry skills, and encourage a lifelong love of literacy within the students of the Academy of Arts, Science, and Technology.

**ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of the National English Honor Society.

See <http://www.nehs.us/nehs/about/constitution.shtml>

Section 2: The chapter advisor is given the authority to supervise the administration of all chapter activities.

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 membership on the basis of race, color, religion, ancestry, national origin, gender, disability or any other characteristic protected by applicable state or federal law. This policy of non-discrimination applies to all activities and practices, including the chapter administration and the selection, discipline, and dismissal of members.



## **ARTICLE IV: 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 upon completion of their English studies at this school. Graduate and honorary members have no vote in chapter affairs.

### Section 3: Eligibility

- Candidates eligible for this selection to this chapter must be enrolled in grades 11 or 12.
- To be eligible for selection to membership in this chapter, AAST students must have completed two English courses and not have received a mark lower than 80 (3.0) in any English or English-related course.
- Candidates eligible for selection to this chapter shall have a minimum unweighted English GPA of 3.0 on the [SC Uniform Grading Scale](#) and an unweighted minimum of 3.0 overall GPA on the SC uniform grading scale. These averages will *not* be rounded up.
- Upon meeting grade level, enrollment, and GPA standards candidates shall then be considered based upon their demonstrated personal responsibility and teacher endorsement.
- Any documented cases of a breach of academic integrity, cheating, plagiarism, et al, will be cause for exclusion or expulsion from the Shambala chapter of NEHS.
- Any student receiving two level two disciplinary referrals, excluding referrals that concern academic integrity, within 90 days of the academic calendar will be excluded from membership in the Shambala chapter of NEHS
- Any student with a level three disciplinary referral will be excluded from membership in the Shambala chapter of NEHS.
- Officers will be selected through essay submission. Essays will be anonymously distributed to the members of the Faculty Advisory Council. The essays will be evaluated by the following criteria:
  - Why you wish to become an officer. If you wish to be considered for the Chief Executive Officer position please indicate this at the top of your essay. We realize that becoming an



officer will help pad your college resume, but you must be willing to engage yourself with the organization. We plan on being active and that will require planning and commitment. If you cannot commit time to the organization, then please bow out of the competition for a spot.

- Two ideas for activities our organization can do to benefit the school and/or community. Tutorial service in English at AAST should not be a suggestion.
- Two ideas for fundraisers not being currently used at AAST.
- Overall quality of writing, structure, grammar, coherence, etc.
- How will you help distinguish the Shambala chapter from the other honor organizations and help the Shambala chapter achieve their goal of receiving the Outstanding Chapter Award?

Section 4: The selection of members to this chapter shall be by a majority vote of the Faculty Advisory Council which consists of faculty members appointed by the principal. The chapter advisor will be the deciding vote in the event of a tie.

Section 5: Prior to the final selection the following shall occur:

- Students academic records shall be reviewed to determine scholastic eligibility.
- Students who are eligible scholastically (i.e. candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- The Faculty Advisory Council shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor.
- The Faculty Advisory Council shall review Candidate Forms, faculty evaluations, and other relevant information to determine those who fully meet 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. Alternative or additional selection periods may be added at the discretion of the Lead Advisor of the Faculty Advisory Council.



Section 7: Candidates become members when inducted at a special ceremony.

Section 8: Letters of transfer from other chartered chapters will be accepted.

- Transfer members will then be given one semester to attain the membership requirements and thereafter, this member must maintain those requirements for this chapter in order to retain membership.
- An active member of the Shambala Chapter who transfers from this school will be given an official letter indicating the status of his/her membership.

#### **ARTICLE 5: OBLIGATIONS OF MEMBERS**

Section 1: Each member of this chapter who is in good standing with regards to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National English Honor Society.

Section 2: Dues for the Shambala Chapter shall be fifteen dollars per year. Dues will be payable to the school bookkeeper prior to induction.

Section 3: Members are expected to attend all designated meetings. Any member who fails to attend at least seventy-five percent of designated meetings will be subject to dismissal from the Shambala chapter of the NEHS.

Section 4: Members are expected to participate in all Shambala sponsored activities. Any member not participating in at least one service project per school year will be dismissed from the Shambala chapter of NEHS.

Section 5: Members will complete a minimum of **ten service hours** per academic year. These hours are exclusive to NEHS activities. These hours may be school or community based. The NEHS executive council will maintain records of all members' hours.

#### **ARTICLE 6: OFFICERS**

Section 1: The Shambala chapter shall be led by an executive council and Chief Executive Officer in conjunction with the lead advisor and faculty advisory council.



Section 2: The executive council shall be selected in May. All members are eligible to run for a position on the executive council.

Section 3: All candidates for the executive council will be required to submit an essay to the lead advisor. The essay will be scored using a rubric. A minimum score of twelve on the rubric is necessary to select any officer of the Shambala chapter. In the event of a tie, the final decision will rest with the Lead Advisor.

Section 4: It shall be the duty of the Chief Executive Officer to set the agenda and preside over the meetings of the chapter.

Section 5: The executive council will be responsible for developing projects, activities, and fundraisers.

Section 6: All executive council members shall serve a term of one year.

Section 7: Executive council members deemed in neglect of their duties may be removed by a majority vote of the Faculty Advisory Council.

Section 8: The executive council and the faculty advisers shall be collectively 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 for this chapter shall be held monthly and as deemed necessary by the faculty advisor and/or executive committee

Section 2: Meetings of the Executive Council shall be held monthly.

Section 3: The Shambala chapter will strive to conduct its meetings according to *Robert's Rules of Order*.



## **ARTICLE 8: ACTIVITIES**

Section 1: The chapter shall determine one or more service projects for each year. A minimum of total of three official activities will be conducted each year.

Section 2: All members of the chapter shall regularly participate in the 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 faculty, be appropriate and educationally defensible, and be undertaken in a well planned and organized manner.

Section 4: This 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 action by the Shambala Chapter of the National English Honor Society. A member of the National English Honor Society is expected to maintain his/her academic standing, be responsible in all aspects of personal conduct, and to 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, 4.1 in English on the SC Uniform Grading Scale or 4.0 overall on the SC Uniform Grading Scale, he/she will be given a written warning and a reasonable time period for improvement. If either of these cumulative GPAs remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Advisory Council that include dismissal from the chapter.

Section 3: Any member that incurs a level one violation, such as profanity, unexcused absences, excessive tardiness, phone violations, dress code, disturbing class etc., will receive a written warning. A conference may be requested by either party (Faculty Advisory Council or student/parent). If the member is involved in additional violations of the school conduct code, the member may be considered for dismissal. Please note that three level one violations are equivalent to a level two violation, and subject to the same disciplinary measures as a level two violation. Discipline records will be checked on a quarterly basis.



Section 4: Any member that incurs a level two violation, such as altercations, disrespect to faculty/staff, et al, will be placed on a probationary period not to exceed ninety continuous days of the academic calendar. If members receive an additional level two referral, he/she will be dismissed from the Shambala chapter of NEHS. Members may appeal to the faculty advisory council.

Section 5: Any member that incurs a level three violation resulting in suspension or expulsion, such as cheating, including plagiarism, will be dismissed from the Shambala chapter of NEHS.

Section 6: In all cases of pending dismissal:

- The member will receive a written notification from the Lead Advisor/Faculty Advisory Council indicating the reason for consideration of dismissal.
- The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Advisory Council. This will take place prior to any vote on dismissal (in accordance with the 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 Advisory Council will vote to determine the appropriate disciplinary action. A majority vote of the Faculty Advisory Council is needed for dismissal of any member. In the event of a tie, the Lead Advisor will determine appropriate disciplinary action.
- The vote of the Faculty Advisory Council 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 advisor.
- The Faculty Advisory Council decision may be appealed to the building principal and afterwards according to provisions of the schools district discipline policy.
- Members who resign or are dismissed can be reconsidered for membership upon written request to the chapter adviser.

Section 7: In lieu of dismissal, the Faculty Advisory 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 the Faculty Advisory 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 this document.
- Section 3: Amendments. These bylaws may be amended by a two-thirds vote of the chapter and approval of the faculty advisory council, provided notice of the proposed amendments has been given to members at least one month prior to the vote. The exceptions are any provisions regarding selection of members and chapter disciplinary guidelines, which are developed by the Faculty Advisory Council with the approval of the principal.
- Section 4: All proposed amendments are subject to approval from the Faculty Advisory Council.