



National English Honor Society (NEHS) Bylaws Glen Rock High School Chapter

Purpose:

The mission and purpose of this organization will be literary and educational. NEHS will strive to do the following:

1. Confer distinction upon Glen Rock High School students for achievement in language arts.
2. Provide cultural activities related to language arts for members and the community.
3. Encourage interest in language arts, engendering a love of reading and writing.
4. Promote exemplary character and good fellowship among its members who will act as ambassadors for NEHS and GRHS.
5. Serve society by fostering literacy.

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

Powers Vested in the Organization

The Principal (or the principal's designee) will:

- o Reserve the right to approve all activities and decisions of the chapter.
- o 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 advisory council.

The Chapter Advisor will:

- o Be a member of the GRHS/GRMS English faculty.
- o Be responsible for the direct, day-to-day supervision of the chapter and act as liaison among students, faculty, administration, and community.
- o Maintain files on membership, chapter history, activities, financial transactions, and the chapter bylaws.
- o Regularly review each member for compliance with society standards and obligations.
- o Determine the method of officer selection (with or without a membership vote-- depending on the number of qualified candidates, number of members overall, and needs of the chapter.)
- o Determine the number of officers and their duties (depending on the number of qualified candidates, number of members overall, and needs of the chapter.)
- o Help the chapter officers understand and carry out their duties.
- o Act as a voting member of the Faculty Advisory Council.
- o Be designated a NEHS honorary member.



o 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 Faculty Advisory Council will:

- o Be members of the Glen Rock High School English department.
- o Meet each September to review the procedures of the chapter, select members, consider dismissals, and/or discuss other related matters. A minimum majority of members of the Faculty Advisory Council is needed to make membership or bylaws decisions.
- o Develop and revise, when necessary, all chapter procedures for the selection and dismissal of members.

The Chapter Officers

Chapter officers are elected each June. As elected leaders of a chapter, officers are a key to its success. They should be chosen for dependability, enthusiasm, and vision. The officers should seek to lead the other members rather than do all the work themselves. One goal should be to involve every member, either as an officer or committee member. Members wishing to run for an officer position must not be on NEHS probation at the time of elections.

The officers are individuals with specific duties, but each must be a specialist in making the team vision come to life. In addition to the duties listed below, all officers will:

- Take the leadership of organizing one of the annual events.
- Take the leadership of organizing a specific part of the annual induction ceremony.
- Attend most of the annual events (to the best of his/her ability).
- Demonstrate enthusiasm for language arts by promoting excellence in reading, writing, and speaking.

In our post-COVID-19 world, when some activities may be face to face and some virtual, it will be the officers who shape the future of our NEHS chapter, making the experiences valid and memorable.

PRESIDENT: The president is the liaison between the adviser, the members, and the chapter officers. The president’s duty is to be present for all events and to be the face of NEHS with the administration.

- It is the president’s responsibility to make sure that each event is planned and held and that the officers are completing their agreed upon responsibilities. If the



officers are dysfunctional, it's the president's duty to step in and figure out what needs to improve.

- Maintains a calendar or spreadsheet of activities.
- The president is responsible for all of the data and reporting for the new NEHS badging program, looking toward earning "Distinguished NEHS Chapter". This initiative has many criteria, and the president should be actively working toward achievement with each event. (This badging program is new, and we are waiting for the national NEHS to give us more guidance.)

VICE PRESIDENT, EDUCATION: The Vice President Education is in charge of the planning, promotion, and organization of the chapter Common Reader Program. It is essential that the Vice President (Education) actually write a Common Reader Essay. Please be sure you are a strong reader and writer before taking this office. In consultation with the adviser, he/she will

- Purchase books for Common Reader
- Set up book talks
- Create ideas for encouraging readers
- Establish scholarship workshops.

VICE PRESIDENT, MEMBERSHIP: The Vice President Membership maintains NEHS enrollment records and tracks completed membership activities.

- Using a spreadsheet, the vice president will record when students participate in events and for how long.
- The vice president will notify students who are not completing their requirements on time.
- The vice president will coordinate all of the tutoring activities.
- At the end of the year, this officer will coordinate the distribution of the honor cords.

SECRETARY: The secretary does the record-keeping of the organization.

- Takes minutes of each officer and general meeting and posts those in the Google Team Drive.
- Enrolls all of the new members and officers and maintains records of their contact information.

TREASURER: The treasurer guarantees the financial health of the organization.

- Tracks the payment of dues at the beginning of the membership acceptance period.
- With the membership secretary, is in charge of all of the enrollment information for the national NEHS organization.
- Tracks money deposited or money spent on a spreadsheet.
- Communicates with other chapters concerning the money for the local Common Reader Scholarship.



- Leads a team of student volunteers to raise money for literacy activities.

Criteria for Chapter Membership

Membership in the Glen Rock High School chapter is an honor bestowed on a student. Selection for membership is based both on academic accomplishment in English courses, as well as on overall academic achievement. Once selected, members have the responsibility to continue to demonstrate high standards, including the maintenance of grades. Failure to do so will result in removal from membership.

Any NEHS member who transfers from another school and brings a letter of verification from the former principal or chapter advisor to the Glen Rock NEHS chapter advisor will be automatically accepted as a member of the Glen Rock High School chapter. Membership may not be determined, in any way, based on race, religion, national or ethnic origin, gender, sexual orientation, age, or physical (dis)ability.

Requirements and Procedures for Initial Member Selection and Continued Membership

Candidates must:

- Be juniors or seniors.
- Have achieved a minimum overall unweighted grade point average of a 3.3 (on a 4.0 scale) to be considered for membership.
- Have achieved a minimum English unweighted grade point average of a 3.85 (on a 4.0 scale) to be considered for membership.
- Have a clean high school disciplinary record, including no plagiarism violations.
- Demonstrate an enthusiasm for language arts. (Via the essay in the application process.)

After successfully completing the application process and receiving a letter of acceptance, to join the chapter, students are required to sign and submit a statement of commitment and pay their registration dues (\$20.00). This is a one-time membership fee that covers the national registration fee, and chapter fees.

Any student who has demonstrated financial need can ask for a waiver.

Junior applicants who receive letters of rejection can participate in many activities that improve their demonstration of enthusiasm for language arts and may choose to re-apply in their senior year.

Senior applicants who receive letters of rejection can appeal that decision, in writing, to the Chapter Advisor. (The time frame of the appeal will be a reasonable number of days.) The Chapter Advisor will offer the student an opportunity to submit additional documentation



supporting acceptance.

The appeal will be submitted to the Faculty Advisory Council for consideration. The Faculty Advisory Council's decision is final.

Applications will be solicited from eligible students at the conclusion of the first semester of each school year; an Induction Ceremony will take place each May.

Once students have been accepted and are inducted into the chapter, members must participate to maintain annual membership.

Annually, members must:

- Maintain an overall 3.3 unweighted GPA and overall 3.85 GPA in English classes, including college level courses (designated with AP or college course numbers.)
- Participate in 6 hours of NEHS events, including 2 hours of tutoring. (In the event that school is conducted all or in part virtually, the tutoring criteria may be waived by the advisor.)
- Maintain a clear disciplinary record, including plagiarism violations.
- Document participation in NEHS by keeping a record of activities.

The Chapter advisor reviews each member's grades and documented participation annually in May. Members who do not meet the annual requirements, including the minimum GPA, lose their good standing.

Meetings: Chapter meetings center around activities, and usually occur once a month. Attendance at chapter meetings is required, and members use these opportunities to earn hours toward the minimum membership requirement.

In addition, members may choose to fulfill their hours outside of chapter activities by volunteering in the community, attending book readings, and other sanctioned events, with the chapter advisor's approval in advance of the event.

Promoting Literacy in the Community: In addition to scheduled activities, the Glen Rock High School chapter will work with other honor societies and community organizations to promote literacy. All members are encouraged to volunteer.

Amendments to Bylaws

These bylaws may be amended at any meeting of the Faculty Advisory Council or by mail



(electronic or otherwise) by a majority affirmative vote of the Faculty Advisory Council and with the approval of the Sigma Tau Delta Board of Directors.