



## **National English Honor Society (NEHS) Bylaws Linganore 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 Linganore 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 LHS.
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**

- Solicit for volunteers of one or more members of the English department faculty to service as chapter advisors.
- 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 advisory council.

#### **The Chapter Advisor will**

- Be a member of the English faculty who volunteers to lead the chapter and, by their example, demonstrates 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 (with or without a membership vote--depending on the number of qualified candidates, number of members overall, and needs of the chapter.)

- Determine the number of officers and their duties (depending on the number of qualified candidates, number of members overall, and needs of the chapter.)
- Help the chapter officers understand and carry out their duties.
- Act as a voting member of the Faculty Advisory Council.
- Be designated a 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 Faculty Advisory Council will**

- Be members of the Linganore High School English department with one assistant principal, and the media specialist.
- 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.
- 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 be 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 by May 1. 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.)

The president is authorized to use Schoology as a "teacher," the NEHS Twitter and Instagram and should promote news frequently.

**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.
- With the Historian/webmaster updates the writing opportunities on the website.
- Completes the badging requirements for Scholarship national microcredential.

**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.
- Completes the badging requirements for the Active Membership national microcredential.

**VICE PRESIDENT PUBLIC RELATIONS:** The Vice President Public Relations coordinates communication with the NEHS, other chapters, and other honor societies. This office contributes to the NEHS blog and Museletter.

- Writes articles for Lancer Media that promote the role of NEHS at Linganore.
- Submits blog posts to the Museletter.

- Uses Twitter and Instagram to promote our local chapter, area chapters and the national organization.
- With the secretary, prepares communications.
- This officer has access to the NEHS Twitter, Instagram, and Google Classroom. (As a teacher.)
- With the historian/webmaster, arranges for coordinated activities with the Frederick Literacy Council.
- With the secretary, completes the badging requirements for the Community Engagement national microcredential.

**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 and on Schoology.
- Enrolls all of the new members and officers and maintains records of their contact information, including Schoology and Remind 101.
- With the vice president public relations, will be responsible for communicating with the national organization, including articles for the national newsletter and Lancer Media.
- With the vice president of public relations completes the badging requirements for the Active Membership national microcredential.

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

- Tracks the payment of dues at the beginning of the membership acceptance period.
- Orders honor cords.
- 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.
- Arranges for the purchase of gift cards and tracks their distribution.
- Leads a team of student volunteers to raise money for literacy activities.

**HISTORIAN/WEBMASTER:** The historian maintains and updates all parts of the website and Schoology.

- Updates the website to reflect the current information. (This is our outward facing website--it contains photos and materials about our chapter.)
- Adds photos to the archives. (These are taken and posted by all members)
- **Coordinates Writer's Week.**
- With the vice president public relations, arranges for coordinated activities with the Frederick Literacy Council.
- Completes the badging requirements for the Chapter Innovation national microcredential.

**NEHS HONOR SOCIETY LIAISONS:** This position is devoted to making connections among the honor societies at LHS and in Frederick County. Often our students are members of more than one honor society. We need to work together to make the experience of being an honor society member more rewarding.

- Keeps an updated contact list of LHS honor societies and officers (in the NEHS Team Drive).
- Keeps an updated contact list of NEHS Frederick County Chapters and officers (in the NEHS Team Drive).
- Creates a contact group email for all honor society officers and all NEHS chapter leadership to communicate upcoming events.
- Seeks ways to incorporate other honor societies and groups to participate in NEHS events--especially online.

**THE WATERMARK CREATIVE MAGAZINE EDITOR:** The editor maintains the Weebly site for the creative writing magazine, makes improvements and updates to the site, and promotes creative arts at Linganore High School.

- Contacts the art department and English teachers to create a regular line of communication to solicit art and creative writing.
- Designs and promotes monthly creative writing opportunities.
- Monitors the gmail account for *The Watermark*.
- Posts regularly on Twitter, sharing creativing writing and promoting the contests.
- Creates fliers and other materials for promotion.
- Updates the magazine and design to make it attractive.

#### Criteria for Chapter Membership

Membership in the Linganore 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 and reputation. 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 Linganore NEHS chapter advisor will be automatically accepted as a member of the Linganore 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 rising juniors or seniors.
- Have achieved a minimum overall unweighted grade point average of a 3.0 (on a 4.0 scale) to be considered for membership.

- Achieved a minimum of a 3.0 final course grade in any language arts class (English and related courses like Journalism and Film studies) (A minimum of an “A” or “B” in the course.)
- have a clean high school disciplinary record, including no plagiarism violations.
- Demonstrate an enthusiasm for language arts. (In the application process this is a short essay that articulates involvement in past activities that promote reading, writing, and literacy.)

After 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. This is a one-time membership fee that covers the national registration fee, honor cord, t-shirt, 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.

An Induction Ceremony will take place each October.

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

Annually, members must

- Maintain an overall 3.0 unweighted gpa and overall “A” and “B” ending course grades 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.)
- Submit one formal piece of original writing to a contest, magazine, or scholarship. This writing requirement may not be part of a regular college application and may not be a graded assignment recycled from a class. The advisor may ask the member to revise their work if the submission is not a reflection of quality and scholarship.
- Maintain a clear disciplinary record, including plagiarism violations.
- Document participation in NEHS by keeping a record of activities and writing submission.

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 and do not receive honor cords at graduation.

**Senior Medal of Distinction:** At graduation, the Advisor, in consultation with the Faculty Advisory Council, may choose to award the NEHS Medal of Distinction to a senior who has demonstrated the highest commitment to NEHS. Any senior member may be selected for this honor.

Past recipients:

2019 - 2020: Braden Weinel, NEHS President (in recognition of his work on initiating the NEHS/Mu Alpha Theta Washington, D.C. field trip.)

**Honorary Membership:** The NEHS officers may choose to honor Linganore staff and/or members of the local community who have demonstrated enthusiasm for language arts. This honorary NEHS membership will be awarded at the annual induction ceremony in October.

Past recipients of Honorary Membership:

- Mary Troxel, English Department Faculty, LHS. (2018-2019)
- Andrew McWilliams, Assistant Principal, LHS. (2018-2019)

### Meetings

Chapter meetings center around activities, and usually occur once a month. Attendance at chapter meetings is voluntary, 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 Linganore High School chapter works 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.