

Eta Sigma Alpha National Home School Society
Theta Alpha Chapter
Bylaws

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be the Theta Alpha Chapter of the Eta Sigma Alpha National Home School Honor Society.

Section 2: The Theta Alpha Chapter is a Christian society organized exclusively for educational and charitable purposes, more specifically to provide an organizational basis for high-achieving homeschooled students to receive the recognition due them for their academic excellence while also providing an outlet for service to the community. Theta Alpha Chapter is committed to Biblical principles and strives to bring glory to God by developing integrity in students through four key areas: leadership, community service, networking, and scholarship.

ARTICLE II – MEMBERSHIP

Section 1: Membership. Membership in the Theta Alpha Chapter is restricted to homeschooling students who meet the requirements of membership; specifically, they must maintain a 3.5+ grade point average on a four-point scale, while also achieving the requisite score on a nationally recognized standardized test (PSAT, SAT, ACT, Stanford Achievement Test, or Iowa Test of Basic Skills), taken in a group setting and not administered by the student’s parent(s). They must receive at least 51% of the education directly from their parent(s). Membership is open to students 6th grade and up.

Section 2: Graduation. Graduating members who desire to wear an honor society shawl for graduation are required to purchase their own from the Eta Sigma Alpha store. Honor Society gold cords may be worn **only** by chapter officers, past or present.

ARTICLE III – MEETINGS

Section 1: Quarterly meetings. The date(s) of the quarterly meeting shall be set by the President and Vice President, who shall also set the time and place, in conference with the Executive Committee as needed. Service projects will be held in conjunction with three of the quarterly meetings, the induction ceremony comprising the fourth quarterly meeting. Section 2: Special Meetings. Special meetings may be called by the President or the Executive Committee.

Section 3: Procedure. The latest edition of *Robert’s Rules of Order, Newly Revised* should be followed at meetings when the bylaws do not specify procedure.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1: Executive Committee Members. The Executive Committee shall be comprised of the President, Vice-President, Secretary, Sergeant at Arms, and Treasurer. The Executive Committee shall have the authority to make decisions affecting the honor society and shall be able to appoint other committees as needed.

Section 2: Meetings. The Executive Committee shall meet once a quarter prior to the regular membership meeting, and more often as deemed necessary.

Section 3: Executive Committee Elections. Election of new officers will take place immediately following the annual induction ceremony, to be held in the fall of every year. Any elected officer must be nominated from the current membership.

Section 4: Terms. An officer can hold the same elected position for two consecutive years (if reelected after the first year), but must skip a year in order to run for a third term in that office; or the student may hold that office for one year, skip a year, and then hold a two-year term. Members nominated for an office, but not elected, may run for two other offices within that election. If the membership is too small to fill all currently established offices, offices may be combined at the discretion of the chapter director.

Section 5: Officers and Duties. The duties of the Executive Committee are as follows:

The President shall:

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Be familiar with the duties of all other officers and see that all duties are performed.
3. Work closely with the Director in all honor society business.
4. Conduct the leadership planning meeting prior to the quarterly meeting to prepare agenda.
5. Call special meetings when necessary.
6. Keep members on topic and within the time limits of the meetings.
7. Call other officers to the chair, as necessary.
8. Represent the honor society and speak to interest groups as requested.
9. Follow up with club activities and check on progress being made.
10. Coordinate honor society efforts by keeping in close touch with the other officers and membership.
11. Keep honor society activities moving in a satisfactory manner.
12. Maintain the President's notebook.

The Vice President shall:

1. Assist the President.
2. Be in charge of committee work.
3. Preside at meetings in the absence of the President.
4. Be prepared to assume the duties and responsibilities of the President.
5. In the event that the President should resign his/her office or, for some other reason, permanently leave office, then the Vice President shall serve as President for the remainder of the year, and a new Vice President shall be elected.
6. Plan and organize community service projects for the society.
7. Maintain the Vice President's notebook Be responsible for maintaining records of the community service hours of the membership (effective June 30, 2011); the Vice President may appoint an assistant for this task at his/her discretion.
8. Maintain the Vice President's notebook.

The Secretary shall:

1. Keep accurate records of all meeting proceedings and read the minutes at meetings.
2. Attend to official correspondence.
3. Count and record votes when taken.
4. Prepare reports. Keep a roll of members.
5. Call meetings to order in the absence of a presiding officer.
6. Read communications at meetings.
7. Have on hand for each meeting the following:
 - a. Minutes from previous meetings.
 - b. Lists of committees and committee reports.
 - c. Copies of the bylaws.
8. Maintain the Secretary's notebook.

The Treasurer shall:

1. Receive and act as custodian of Theta Alpha Chapter funds.
2. Manage fund-raising events.
3. Collect dues.
4. Assist in preparing an annual budget.
5. Keep financial records of the society.
6. Devise appropriate ways and means of financing honor society activities.
7. Pay out club funds as authorized.
8. Prepare financial statements and reports.
9. Maintain the Treasurer's notebook.

The Sergeant at Arms shall:

1. Ensure that proper parliamentary procedure is followed at meetings and uphold the bylaws of the honor society.
2. Conduct a parliamentary procedure workshop for the honor society as needed.
3. Assist the President during meetings, as needed.
4. Preside over the meeting whenever the President and Vice President are not available.
5. Maintain the Parliamentarian's notebook.

ARTICLE V – AUXILIARY OFFICES

Section 1: Auxiliary Offices. Other offices have been established to assist the Executive Committee in serving the needs of the Theta Alpha chapter. These offices are the Reporter, the Historian, and the Webmaster. If the membership is too small to fill these auxiliary offices, they may be combined with either executive committee offices or other auxiliary offices, at the discretion of the chapter director.

Section 2: Officers and Duties. The duties of the auxiliary officers, in addition to other duties as assigned by the Executive Committee, are as follows:

The Reporter shall:

1. Gather and classify Theta Alpha Chapter news.
2. Prepare news notes and articles for publication.
3. Provide clippings and pictures of club activities to the Historian.

4. Serve as society Historian, in the event there is no Historian.
5. Assist with planning society exhibits.

The Historian shall:

1. File clippings and pictures of club activities, members' accomplishments, and keep an honor society scrapbook.

The Webmaster shall:

1. Maintain the official website of Theta Alpha chapter, www.ThetaAlphaNM.com, and ensure that all information provided is accurate and current.
2. Make sure the yearly fee for the website is paid, either by paying the fee and submitting a receipt for reimbursement, or by submitting the bill to the Treasurer well before the due date to make sure the fee is paid by the chapter on time.

ARTICLE VI – THE DIRECTOR AND CO-DIRECTOR

Section 1: Chapter Directors. The Theta Alpha chapter is required by Eta Sigma Alpha to have two-deep leadership, which means a minimum of two sponsors, hereafter known as directors, who are not from the same family. It is not required that the Director or Co-Director have children in the Theta Alpha chapter during his/her periods of service, but each director should be thoroughly familiar with the operations of the chapter prior to assuming his/her respective roles. There are currently no term limits for either the Director or Co-Director.

Section 2: Director and Duties. The Director shall:

1. Act as a liaison between the Eta Sigma Alpha National Board and Theta Alpha Chapter.
2. Act as a liaison between Theta Alpha Chapter and the New Mexico communities where members reside.
3. Assist the Executive Committee with their duties.
4. Provide materials for officers to perform their duties.
5. Notify the president of special events.
6. Hold parent meetings that will coincide with the officer/membership meetings (if necessary).
7. Maintain all past and present membership documentation and maintain documentation detailing the responsibilities of the director, including but not limited to preparing and conducting the induction ceremony, submitting information to CAPE-NM for the annual graduate recognition ceremony, and ensuring that Theta Alpha chapter is always in compliance with the requirements set forth by the Eta Sigma Alpha National Home School Honor Society.
8. Delegate any or all of these responsibilities to the Co-Director as necessary due to illness, injury, or any other conditions which would prevent the Director from fulfilling the obligations of the Director.

Section 3: Co-director and Duties. The Co-Director shall:

1. Assume any or all of these responsibilities if the Director is unavailable or is incapable of performing the duties set forth in Section 2.

ARTICLE VII – COMMUNITY SERVICE

Section 1: Service requirement. Every member must perform a minimum of 25 hours of community service per year. Service projects will be held in conjunction with three of the quarterly meetings, the induction ceremony comprising the fourth quarterly meeting. Service at the Eta Sigma Alpha booth during the annual CAPE convention qualifies as the fourth group service project. Theta Alpha Chapter will provide opportunities for group volunteer service. Members are required to attend any two (2) service projects. Since the membership will probably require other service hours to meet the chapter requirement, the members must provide documentation of those service hours, signed off by a supervisor other than a parent, to the Vice President by April 30 of the current year. May 1 is the date on which community service hours for the next year can begin to be accrued.

Section 2: Service Defined. Community service, for the purposes of this Society, is defined as ***voluntary acts of service, in accordance with Scriptural principles, that benefit others outside of your immediate family.*** Examples of acceptable community service are projects, sponsored by civic groups (such as Kiwanis), that align with Biblical principles, a church or Christian ministry project, being an LIT (Leader in Training) at an AWANA Club, teaching/assisting at a Vacation Bible School, assisting at MOPS meetings in MOPPETS, stocking shelves at food pantries, and volunteering at local libraries. Community service under the aegis of a church must be performed in an outreach that is directed *toward the community*; therefore, ushering, working in the nursery during church services, and other work directed toward the church body is not allowed. All non-church-related service must be performed with a non-profit organization, preferably in a group service situation, and must be performed under the direct supervision of someone associated with the organization. Under no circumstances may the member be compensated for his/her service. Unacceptable community service includes practice time for music, sports, and school projects; household chores (even cleaning Grandma's house); playing piano for one's church in a service; and working at a family business. **If a student is considering community service that does not fall within these guidelines, the student must meet with Vice President, in consultation with the director, prior to commencing that activity in order to determine its acceptability.**

ARTICLE VIII - GRIEVANCES

Section 1: Theta Alpha Chapter is a self-governing group of scholastically advanced, community service-oriented homeschooled young people, and all grievances should be resolved at the lowest possible level in the least complicated manner. A grievance should be filed at the lowest level and go up the chain of command. The grievance should be presented in a written format.

ARTICLE IX – AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a majority of the membership present. Proposed amendments must be submitted to the Secretary to be sent out with regular membership meetings announcements at least one week prior to said meetings.

These Bylaws were approved at a meeting of the Membership of the Theta Alpha Chapter on April 2, 2011.

President

Secretary

Director