



UTPB STEM ACADEMY

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Chapter Bylaws of the
UTPB STEM Academy Chapter of the
National Elementary Honor Society

Adopted: February 2019

Article 1 – Name

The name of this chapter shall be the UTPB STEM Academy Elementary Chapter of the National Elementary Honor Society (NEHS) of UTPB STEM Academy.

Article 2 – Purpose

The purpose of this chapter shall be to recognize students for their exemplary academic achievement and the display of personal responsibility, to render meaningful service to the school and community, and to develop necessary leadership skills in the students of UTPB STEM Academy.

Article 3- Powers

Section 1. Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NEHS. See www.nhs.us/constitution.

Section 2. The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3. The Principal shall annually appoint a chapter adviser, who may serve consecutive terms. (The term “adviser,” shall also mean “co-adviser” in years when two advisers are appointed.)

Section 4. The principal shall annually appoint Faculty Council composed of members of the school’s faculty who may serve consecutive terms. (The adviser and/or co-advisor will serve as a non-voting member of the committee.)

Section 5. The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

Article 4- Chapter Adviser(s)

Section 1. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.

Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

Article 5- Membership

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on outstanding scholarship, character, leadership, service, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at upon completion of their elementary school studies at this school. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be enrolled in grades 3, 4, or 5.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at UTPB STEM Academy. The Faculty Council may waive this semester enrollment requirement in case of transfer students if they believe sufficient information and experience are available to make selection possible.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative average grade of an 85% in their core classes- Language Arts, Math, Science, and Social Studies, and Reading.

Article 6- Selection of Members

Section 1 The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of faculty members (usually consisting of the NEHS sponsor(s), the school counselor, and the student's teachers, etc.) appointed by the principal. The chapter adviser is a non-voting member of the Faculty Council who facilitates all meetings of the council.

Section 2. Prior to the final selection, the following shall occur:

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- a. Students' academic records shall be reviewed to determine scholastic eligibility.
 - b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
 - c. Candidates must submit the candidate information packet by the specified deadline.
 - d. Interviews may be held with a candidate if the faculty council has questions or needs further information concerning a candidate's qualifications for membership.
 - e. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
 - f. The Faculty Council shall review the Candidates Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 3. The selection of active members shall be held once a year during the second semester.

Section 4. Transfer membership. Membership can be transferred from one chapter of NEHS to another.

- a. An active member of the National Elementary Honor Society who transfers from this school with an active chapter of NEHS will be given an official letter indicating the status of his/her membership.
- b. An active member of the National Elementary Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member at least one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Section 5. A description of the selection procedure (Sections 1 – 4 above) shall be published in an official school publication, which is widely available, in a timely fashion, to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Elementary Honor Society.

Article 6- Officers

Section 1. The officers of this chapter shall be president, vice-president, secretary, and treasurer.

Section 2. The current members at the first meeting following the induction ceremony shall elect officers; or, if necessary, by the membership body at the first meeting the following fall. Newly elected officers shall assume their duties in the fall of the following year. If elected in the fall, the new officers will assume their responsibilities at that time.

Section 3: A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings for this chapter. As president the student must have an agenda for each meeting approved by the student adviser prior to meeting.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions in the areas of leadership and service.

Section 6. Officers may be suspended or relieved of duties if they cannot maintain the standards by which they were selected or meet the requirements of their office.

Section 7. Officers will serve a term of one year.

Section 8. Officers and the faculty advisers shall collectively be 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.

Section 9. These officers will be voted on, and implemented in the upcoming fall semester.

Article 7- Meetings

Section 1. The UTPB STEM Academy Chapter shall meet a minimum of twice per semester.

Section 2. This chapter shall strive to conduct its meetings in a timely and organized manner.

Section 2. The adviser, faculty council or president may call special meetings approved by the executive committee.

Article 8- Activities

Section 1. The chapter shall be involved in one or more group service projects during the school year.

Section 2. Each member shall be involved in an individual service project as approved by the chapter adviser(s).

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests and

as approved by the chapter adviser. This is in addition to the chapter group project to which all members contribute.

Section 5. The chapter shall publicize its projects in a positive manner.

Article 9- Discipline/Dismissal

Section 1. The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, will develop a dismissal procedure. A written description of the discipline/dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned (in writing) by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not, necessarily, have to be warned.

Section 3. The chapter adviser(s) will be assisted by teachers in the monitoring of members' compliance with the Society's standards.

Section 4. The Faculty Council shall determine when an individual has exceeded a reasonable amount of time to correct deficiencies and also when an individual has exceed a reasonable number of warnings.

Section 5. In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the faculty council.

Section 6. A member who has been dismissed may appeal the decision of the faculty council to the campus principal. The principal's decision is final.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

Article 10- Dues

Section 1. Annual dues for this chapter shall be \$10.

Section 2. Dues will be payable to UTPB STEM Academy PTO.

Article 10- Amendments

Section 1. The faculty council will review Society by-laws in the fall of each school year. By-laws may be amended by a majority vote of the faculty council.



Date approved: March 29, 2019
Crystal Mineo
Monica Elizondo

