

**Sea Park Elementary  
National Elementary Honor Society  
Bylaws:**

**Article I: Name and Purpose**

**Section 1:** The name of this chapter shall be the Sea Park Elementary School Chapter of the National Elementary Honor Society.

**Section 2:** The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship and to encourage the development of character in students of Sea Park Elementary School.

**Article II: Membership**

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

**Section 2:** Eligibility

- a. Candidates eligible for election to this chapter must be in fourth, fifth, or sixth grade.
- b. Candidates eligible for selection to the chapter shall have a minimum of Level 4 or higher on both the Reading and Math section of the FCAT.
- c. To be eligible for selection to membership in this chapter the candidate must have been in attendance for a period of no less than one semester at Sea Park Elementary.
- d. Candidates eligible for selection to the chapter shall have a minimum cumulative average of 85% or higher. This level of scholastic achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy and continuation of membership. The minimum cumulative average must be met through both semesters prior to candidacy.
- e. Candidates must score a minimum of 8 points of the teacher evaluation form(s).

**Section 3:** Membership in this chapter shall be known as active honorary for Exceptional Education Students.

- a. If an Exceptional Education Student meets his or her goal by 80% or greater as defined by their Individual Education Plan, and acquires teacher recommendation, then the student will be eligible for candidacy in the National Elementary Honor Society. ESE students may choose to exempt

themselves from ESE honorary membership criteria and apply for full membership through the traditional academic criteria and service model.

- b. Students identified as honorary status will have all voting rights.
- c. Students identified as honorary status will not be able to hold any office within the chapter.

**Section 4:** The Teacher of the Year also will be identified as an honorary member within the Sea Park Elementary chapter of National Elementary Honor Society.

- a. The Teacher of the Year will remain an honorary member as long as he/she retains such status for the said year. Membership shall expire at the end of the year.
- b. The Teacher of the Year has the opportunity to sit in on all formal meetings, but does not have the power to vote on any issues.

**Section 5:** The President of the PTO will also be invited as an honorary member within the Sea Park Elementary chapter of National Elementary Honor Society.

- a. The president of the PTO will remain an honorary member throughout his or her term as president.
- b. The president of the PTO has the opportunity to sit in on all formal meetings but does not have the power to vote on or introduce any issues.

**Section 6:** The administration (principal and assistant principal) will also be invited as honorary members within the Sea Park Elementary chapter of National Elementary Honor Society.

- a. The administration has the opportunity to sit in on all formal meetings but does not have the power to vote on any issues.
- b. The administration shall remain honorary members as long as they are employed at Sea Park Elementary.

### **Article III: Selection of Members**

**Section 1:** The selection of the members to this chapter shall be by a majority vote of the Faculty Council consisting of four faculty members. In the event of a tie vote, the principal shall be asked to review the candidate's qualifications and render a deciding vote.

**Section 2:** Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Membership Application for further consideration for selection.
- c. The referring faculty member shall complete an official recommendation form for the candidate.
- d. The Faculty Council shall review the student Membership Application and the official faculty recommendation form in order to determine membership eligibility.
- e. Student interview process will be conducted when applications and recommendation forms have been completed satisfactorily to identify eligible candidates.

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

**Section 4:** Candidates become members when inducted at a special ceremony.

**Section 5:** Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

**Section 6:** 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 one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

#### **Article IV: Discipline and Dismissal**

**Section 1:** Any member who falls below the standards of scholarship, leadership, character, citizenship or service may be considered for dismissal from the Sea Park Elementary chapter of the National Elementary Honor Society. A member of the National Elementary Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

**Section 2:** If member's cumulative average falls below the standard in effect when he or she was selected (85%), he or she will be given a written warning and a time period for improvement. Students have the opportunity to bring their cumulative average back up to

standard within one grading period. If the cumulative average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

**Section 3:** Violation of the law or school regulations can result in dismissal of a member. These violations include any student that receives an in or out of school suspension.

**Section 4:** Offenders of the school conduct code will receive written warning notification. A conference may be requested by either party (Faculty council, student, or parent.) If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 5:** In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote or dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Elementary Honor Society.

## **Article V: Officers**

**Section 1:** The officers of the chapter shall be president, president elect (5<sup>th</sup> grade only), secretary and historian.

**Section 2:** Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All members of the chapter are eligible to vote.

**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 president elect shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

**Section 6:** The secretary shall keep the minutes of the meetings and be responsible for all official chapter correspondence.

**Section 7:** The historian shall keep the record of the yearly events that have been completed by the chapter.

#### **Article VI: Meetings**

**Section 1:** Meetings of this chapter shall be monthly.

**Section 2:** All chapter members are expected to attend all regularly scheduled chapter meetings.

#### **Article VII: Activities**

**Section 1:** The chapter shall determine four service projects for each year.

**Section 2:** All members shall regularly participate in these 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 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 projects to which all members contribute.

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

#### **Article VIII: Emblem**

**Section 1:** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Elementary Honor Society.

**Section 2:** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

### **Article IX: Amending the Bylaws**

**Section 1:** The principal or advisor must establish a bylaws revision committee with a minimum of three members at least every five years.

**Section 2:** The committee shall review the bylaws and discuss needed or desirable revisions or amendments.

**Section 3:** A draft of proposed changes must be written and submitted to all chapter members for discussion and further revision if necessary.

**Section 4:** Revisions and amendments require a two-thirds vote for adoption.

**Section 5:** Sections dealing with revisions to the procedures for selection and disciplining of members can be changed only by the Faculty Council. Input from members is allowed and encouraged.

**Section 6:** Each time the bylaws are reviewed or changed the date of approval is included in the new document.

Eligibility:

1. Grade Point Average \_\_\_\_\_ (Fall 2009) \_\_\_\_\_ (Spring 2008) \_\_\_\_\_ (Fall 2007)

2. FCAT Score \_\_\_\_\_

3. Discipline Referrals \_\_\_\_\_

4. In School Clubs \_\_\_\_\_

5. Out of School Clubs \_\_\_\_\_

6. Community Service \_\_\_\_\_

7. Packet Completed On Time \_\_\_\_\_

8. Teacher Recommendation \_\_\_\_\_

Committee Recommendation       Yes       No

Signature of Committee:

---

# Sea Park Elementary Chapter of the National Elementary Honor Society

## Candidate Forms NEHS Selection Procedures

**DIRECTIONS:** Please complete all sections of these forms in neat handwriting. Do not be modest; all of the information will be used by the Faculty Council to consider your candidacy during the selection process. (Completion of this packet does not guarantee selection.) If you have questions about these forms, please contact Ms. Dery, NEHS Advisor, at 779-2050 or [Dery.Jeanne@brevardschools.org](mailto:Dery.Jeanne@brevardschools.org).

Be sure to complete all of the forms and obtain the appropriate signatures. Submit the packet to Ms. Dery by the designated date on the candidate's letter. Late packets will not be accepted.

### **I. Student Information:**

Student Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

#### *Contact Information:*

Home Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

#### *School Information:*

Homeroom Teacher: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Years at Sea Park: \_\_\_\_\_







**IV. Responsibility demonstrated through membership in and/or recognition from other groups at school or in the community:**

List all other school or community groups to which you currently or previously belonged from 3<sup>rd</sup> grade to the present. List groups from whom you have received an award or recognition for an accomplishment. Include clubs, teams, musical groups, etc., and the name of the adult in charge of this group.

<i>Grade Level</i>	<i>Group/Organization</i>	<i>Supervising Adult</i>
Example: 4th	Chess Club member	Mr. Brown
Example: 5 <sup>th</sup>	Outstanding Safety Patrol award	Mrs. Jones

**V. Responsibility demonstrated through leadership positions:**

List any elected or appointed leadership positions you have held in school or the community from 3<sup>rd</sup> grade to present. Only those positions in which you were responsible for directing or motivating others should be included, such as an officer for the student body, class, or club; committee chairperson, team captain, scout leadership role, religious group role, or community service project leader. Include the name of the adult/teacher who was responsible for supervising your leadership in each position.

<i>Grade Level</i>	<i>Leadership Position</i>	<i>Group/Organization</i>	<i>Supervising Adult</i>
Example: 4th	Treasurer	Cheerleading squad	Mrs. Jones

(If you are unable to list any or only just a few responsibility activities, you may submit up to two letters of reference. These letters may not be from an immediate family member.)

**VI. Signatures:**

(Sign and date the form below where requested.)

STUDENT – Please read.

By signing below, I indicate that I understand that completing this packet does not guarantee my selection into the National Elementary Honor Society chapter at Sea Park Elementary. I also affirm that the information presented here is complete and accurate. Finally, if selected, I agree to abide by the standards and guidelines of this chapter and to fulfill any and all of my membership obligations to the best of my ability.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT(S)/GUARDIAN(S) – Please read.

I/We have read the information provided by my son/daughter on these forms and do verify that it is true, accurate, and complete.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this packet. The Sea Park Elementary staff and faculty congratulate you on your candidacy for NEHS membership. You will be notified of the results of the NEHS Faculty Committee’s decision according to the time line on your candidate’s letter. Best wishes!

-----

Please check this box and sign below if you are NOT interested in being considered as a candidate for NEHS membership at this time. (Students will be eligible for consideration in the future as long as they continue to meet the eligibility requirements for candidacy.)

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VI. Signatures:**

(Sign and date the form below where requested.)

STUDENT – Please read.

By signing below, I indicate that I understand that completing this packet does not guarantee my selection into the National Elementary Honor Society chapter at Sea Park Elementary. I also affirm that the information presented here is complete and accurate. Finally, if selected, I agree to abide by the standards and guidelines of this chapter and to fulfill any and all of my membership obligations to the best of my ability.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT(S)/GUARDIAN(S) – Please read.

I/We have read the information provided by my son/daughter on these forms and do verify that it is true, accurate, and complete.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this packet. The Sea Park Elementary staff and faculty congratulate you on your candidacy for NEHS membership. You will be notified of the results of the NEHS Faculty Committee’s decision according to the time line on your candidate’s letter. Best wishes!

-----

Please check this box and sign below if you are NOT interested in being considered as a candidate for NEHS membership at this time. (Students will be eligible for consideration in the future as long as they continue to meet the eligibility requirements for candidacy.)

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# National Elementary Honor Society

## Application due date is November 18<sup>th</sup>.

This is a gentle reminder that your child was invited to join the NEHS. He or she received an application packet several weeks ago. If your child intends to apply for membership, please be advised that this Friday, November 18<sup>th</sup>, is the final date to submit the application. If you do not wish to take advantage of this opportunity, please complete the bottom portion of this letter and return it to your child's classroom teacher.

For further information, please visit the school web site and click on NEHS or e-mail me at [dery.jeanne@brevardschools.org](mailto:dery.jeanne@brevardschools.org)

Thank you,

Ms. Dery  
NEHS Sponsor

-----

Please check this box and sign below if you are NOT interested in being considered as a candidate for NEHS membership at this time. (Students will be eligible for consideration in the future as long as they continue to meet the eligibility requirements for candidacy.)

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

