

Eta Sigma Alpha -Eta Zeta Chapter By-laws .

Adopted September 15, 2019

Article I

Section 1. Name

The name of this organization shall be known as Eta Sigma Alpha (ESA) Eta Zeta (EZ) Chapter.

Section II. Membership

- A. Eligibility: Students may apply as early as the spring of their 7th grade year. High school seniors' applications will not be accepted after the October of their senior year. Membership is open to all students who are enrolled at a homeschool which is certified by the NC Department of Non-Public Education, and who provide the following:
1. A test score of 88 (CLT), 97 (CLT 10), 97 (CLT 8); 1200 (SAT), 1200 (PSAT), 1170(PSAT 10), 1090 (PSAT 8/9 for a 9th grade student), 1020 (PSAT 8/9 for an 8th grade student); 26 (ACT), 26 (Pre-ACT 10); a 90% composite score on the Iowa ITBS or ITED); 90% on the total battery (the score listed under the National PR-S or PR column) on the Stanford; or 90% total score (listed under the NPR column) on the Terra Nova 2 (CAT 6) 2nd Edition nationally normed standardized achievement tests is required for ESA membership.

When taking the Iowa ITBS, Iowa ITED, Stanford or Terra Nova 2 (CAT 6) the complete battery including science, social studies, language arts, spelling, reading, mathematics, and vocabulary must be taken. We do not accept the basic battery or core battery for admission.

The test score must come from one test. Section scores from different tests may not be combined to achieve the required test score for membership. Although some college scholarship applications accept super scoring, we do not.

2. A completed application form, available from the society.

B. Process of Application: Applicant's criteria shall be mailed to and reviewed by the society's sponsor. Upon acceptance, the new member shall receive a letter of acceptance.

C. Members must attend at least fifty percent of all meetings each year. A request for the excuse of each absence must be submitted in writing prior to the said meeting to the appointed EZ officer (namely, the vice president and both sponsors), who will acknowledge and record the excused absence; Any member who either a) fails to attend fifty percent of all meetings, or b) fails to obtain an appropriate excuse for more than one meeting will be Subject to membership termination;

D. Members must also serve for 20 hours in service projects annually, 10 of which must be with EZ. For the hours not served with EZ to be approved, the member must submit a list of service activities and hours. If a member does not do so and has not turned in a plan to finish the hours within two weeks following the final meeting of the year, said member will be expelled from EZ.

1. A project consists of an activity not usually performed by a member of the Honor Society. This includes activities in the home, normal church activities, helping a neighbor, etc.
2. Projects should allow all members the opportunity to volunteer on that project.
3. Member of the Honor Society must complete at least 10 hours with the honor society as a group or an approved project that involves all members even if not participating together.

E. Reasons for expelling a member include; failure to follow guidelines, deliberately disregarding the by-laws, not fulfilling requirements (including service project hours), or creating a bad and harmful image of EZ

F. Procedure for expelling a member: A member may be expelled at any regular or special meeting that attains at least a fifty percent quorum. The only situations that allows for a vote to expel a member are instances of said member creating a disreputable, bad, or harmful image of EZ. If the remaining membership (the potential expellee does not receive a vote) unanimously agrees that the member did create a bad or harmful image then the member will be expelled without a further vote. If any situation arises requiring a member to be expelled, follow this Disciplinary Process:

1. Officers and sponsors meet with the potential expellee and give a verbal warning to the person.
2. Officers and/or sponsors send a written warning to the person after the second offense. This is the person's final warning.
3. Follow the procedures outlined in Section II F.

NOTE – Eta Zeta reserves the right to bypass all of these steps if necessary.

G. Members who are for any reason expelled from EZ may not use EZ for any purpose, including, but not limited to, transcripts, resumes, or for any, reason to gain precedence. Even if the member has completed a year or multiples years in good standing, is an officer, or is on a committee, such status shall have no effect as to their non-usage of EZ as a reference.

Section III. Dues.

There will be a \$15 per member annual fee to cover administration costs that shall be due to the EZ Treasurer or sponsor within one month of being accepted into EZ or for a returning member, one month after the first regular meeting. A late fee of an additional \$5 will be incurred every thirty (30) days after the said deadline. However, if the new member has joined after January 1st, the annual fee is not required for that year.

Section IV. Mission.

The purpose of Eta Sigma Alpha National Home School Honor Society, Eta Zeta Chapter, (EZ), shall be to recognize and encourage scholarship among home school students. To achieve this purpose, EZ shall provide opportunities for the developments of leadership and service. EZ shall encourage the developments of an intellectual climate that will stimulate the exchange of ideas and ideals; foster scholarship, and promote academic excellence. EZ shall also advocate home schooling as a viable and successful educational methodology and act as a liaison for home schooling to the general public, colleges/universities, and the media.

Section V. Meetings.

A. Meetings will be held on a regular basis as determined at the beginning of each school year.

B. Special meetings may be called at the President's or sponsor's request, provided that at least fourteen (14) days notice is provided to all the members.

C. The standard EZ year shall begin at the beginning of the school year and shall end approximately at the close of the school year.

Section VI. Officers

The offices should consist of a President, a Vice President, a Secretary, a Treasurer, a Public Relations Chair, a Historian, and a Webmaster.

Section VII. Election and Terms of Officers

A. New officers will be chosen by a quorum of fifty percent. It is also a plurality to win position.

B. An officer may be removed from his/her position by a unanimous vote.

- C. Elections shall take place through secret ballot, with the sponsor tallying the said ballots.
- D. All members shall each have one vote. The president shall not vote, unless in case of a tie.
- E. Any member is eligible for any office, except as noted below.
 - 1. Only students currently enrolled in grades 9th, 10th, 11th, and 12th, shall be eligible to hold office.
 - 2. To be eligible for officership, the member must be a member in good standing (not in the Disciplinary Process) with the Eta Zeta chapter, and should have been a member of said chapter for at least six (6) months.
 - 3. The position of President and Vice President shall only be held by members who are in 10th, 11th, or 12th grade.
- F. The sponsor, may, at his/her discretion, appoint officers for confirmation by the other members. Confirmation requires a quorum of fifty percent, and a vote of two thirds majority in favor.
- G. The chapter sponsor shall preside in all matters concerning an electoral challenge.
- H. The officer term shall run from September 1st to August 31st, with elections taking at least one (1) month prior
- I. The outgoing officer shall assist and advise the incoming officer.

Section VIII. Officer Job Descriptions.

- A. President
 - 1. Preside at chapter meetings of Eta Zeta and at any meetings of the officers.
 - 2. Supervise the execution of the programs adopted by Eta Zeta.
 - 3. Send out the agenda to sponsor and officers 4 to 5 days before the next meeting.
 - 4. Temporarily appoint committees, as requested by officers or by the membership at a meeting.
 - 5. Contact sponsors at least once a month to check for input.
 - 6. Assign duties to members as needed to conduct the regular Ceremonies of Induction.
 - 7. Responsible for settling any disputes regarding procedures.
- B. Vice President
 - 1. Assist the President in the discharge of his/her duties.
 - 2. Preside in the place of any absent officer.
 - 3. Serve as Communications Coordinator within the chapter.
 - 4. Responsible for disbursing information to members regarding schedules of activities/events.
 - 5. Serve as Chairman of the Program Committee
 - 6. Responsible for providing special programs activities for the meetings.
- C. Public Relations Chairman
 - 1. Conduct all correspondence for Eta Zeta.
 - 2. Responsible for creating a good image of Eta Zeta to the public.
 - 3. Write articles about Eta Zeta or its activities at the request of the President and/or members.
 - 4. Reserve the building for monthly meetings.
 - 5. Provide a thank you card/gift to the speakers and facilities as needed.
 - 6. Recruit new members to Eta Zeta.
 - 7. Responsible for publicizing Eta Zeta activities to groups of homeschool families (online).
 - 8. Invite homeschool families to participate in any educational programs for the community.
 - 9. Represent Eta Zeta at homeschooler activities/gatherings (trifold boards, flyers, etc.).
- D. Secretary
 - 1. Keep a true and accurate record of all proceedings and minutes of Eta Zeta.
 - 2. Call roll at meetings and keep records of attendance.
 - 3. Distribute a roster (listing members' contact information) to all members after each Induction.
 - 4. Keep a record of each member's hours of volunteer service.
 - 5. Provide copies of by-laws to new members after each Induction.
 - 6. Review the by-laws annually and recommend changes as needed.

- E. Historian
 - 1. Keep records of the activities of Eta Zeta.
 - 2. Responsible for collecting photographs and written articles from any source.
 - 3. Present the History of Eta Zeta and ESA at Inductions, or provide information for another to do so.
 - 4. Keep a record of Eta Zeta's service project activity and a list of possible ministries in the area.
 - 5. Provide photos and information about Eta Zeta activities for the ACCHE Unity Yearbook.
- F. Treasurer
 - 1. Present a report of finances at each meeting.
 - 2. Collect annual dues from the members and deposit in the bank account (or deliver to sponsor).
 - 3. Create a budget of estimated expenses for the year, with input from sponsor.
 - 4. Responsible for recommending to the membership a change in due requirements.
 - 5. Serve as Fundraising Chair if/when additional needs are identified to support service projects.
 - 6. Purchase an ad in the ACCHE Unity Yearbook.
- G. Webmaster (appointed, according to the by-laws)
 - 1. Update and otherwise maintain the EAS Eta Zeta chapter website.

Article II

Section I. By-laws

These by-laws may be amended at any regular or special meeting, provided the amendments have been submitted in writing, and a notice of the proposed amendments has been given in writing to all members not less than one (1) week in advance. Adoption of the amendments shall require a quorum of fifty percent, and a two-thirds affirmative majority of members present.

Section II. Suspension of By-laws

Suspension of any part of these by-laws shall require a quorum of fifty percent, and a two-thirds affirmative majority.

Section III. Points Not Covered

In all points of order not covered by these by-laws, the sponsor and/or Robert's rule of order shall preside.

Eta Zeta Chapter of the Eta Sigma Alpha Home School National Honor Society Serving the Guilford/Alamance County area of North Carolina

The Eta Sigma Alpha National Home School Honor Society was started in 1999; today, Eta Sigma Alpha has grown to include 234 chapters in 38 different states. The purpose of Eta Sigma Alpha National Home School Honor Society shall be to recognize and encourage scholarship among homeschooled students. To achieve this purpose, Eta Sigma Alpha National Home School Honor Society shall provide opportunities for the development of leadership and service. Eta Sigma Alpha shall encourage the development of an intellectual climate that will stimulate the exchange of ideas and ideals, foster scholarship, and promote academic excellence. Eta Sigma Alpha shall also advocate homeschooling as a viable and successful educational methodology and act as a liaison for homeschooling to the general public, colleges/universities and the media. To find out more Eta Sigma Alpha, please visit their website: www.etasigmaalpha.com.

The goals of the Eta Zeta chapter mirror those of the original National Honor Society with a particular focus on leadership and college preparation, to include service projects that support area homeschoolers in preparing for the college application and admission process.

Requirements for membership are as follows:

1. Be a homeschooled student in 8th to 12th grade. (7th graders may apply in the spring.)
2. Agree to conduct yourself with integrity and in a manner worthy of the name "National Honor Society".
3. Pay \$15 in dues per year.
4. Actively participate in Eta Zeta, as determined by one of the following:
 - a. Participate in at least half of all meetings, and obtain appropriate excuses for meetings you are unable to attend.
 - b. Participate in 20 hours of community service during the academic year. Both hours with the Society and those done outside may be combined to reach this total.
5. Meet academic requirements of a test score of one of the following: (NOTE: Because academic accomplishment is a vital and key part of the National Honor Society, the nationally required standards are high. The test score requirements are mandatory for membership in the national group, and the local sponsor cannot make exceptions.)
6. A test score of 88 (CLT), 97 (CLT 10), 97 (CLT 8); 1200 (SAT), 1200 (PSAT), 1170(PSAT 10), 1090 (PSAT 8/9 for a 9th grade student), 1020 (PSAT 8/9 for an 8th grade student); 26 (ACT), 26 (Pre-ACT 10); a 90% composite score on the Iowa ITBS or ITED); 90% on the total battery (the score listed under the National PR-S or PR column) on the Stanford; or 90% total score (listed under the NPR column) on the Terra Nova 2 (CAT 6) 2nd Edition nationally normed standardized achievement tests is required for ESA membership. ***When taking the Iowa ITBS, Iowa ITED, Stanford***

or Terra Nova 2 (CAT 6) the complete battery including science, social studies, language arts, spelling, reading, mathematics, and vocabulary must be taken. We do not accept the basic battery or core battery for admission.

The test score must come from one test. Section scores from different tests may not be combined to achieve the required test score for membership. Although some college scholarship applications accept super scoring, we do not.

Test scores should not be more than 1 year old.

All tests must be administered in a group setting if a parent is helping with the test administration. If a group setting is not possible, a non-family member may administer the test in a one-on-one setting, as long as the parent does not have access to the test. **Parent administered tests are not acceptable.** NO EXCEPTIONS WILL BE MADE FOR ANY ONE!

*With the continuing technology changes, online testing is currently being offered more frequently in lieu of hard copy testing. Online testing may be used if given at a testing center or at a private tester's facility. Parents must not have access to the student, computer, or test materials while the test is being administered. Students must not have access to other electronic devices which may connect to the internet, email or texting during testing.

Eta Zeta welcomes members to join anytime during the academic year. A formal induction ceremony is held bi-annually to recognize these new members. See page two (or scroll down) for the application form and instructions.

**Application form for Eta Zeta Chapter
of the Eta Sigma Alpha Home School National Honor Society
Serving the Guilford/Alamance County area of North Carolina**

STUDENT INFORMATION:

Name: _____

Address: _____

Birthdate: _____ Grade in school: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email address: _____@_____

PARENT CONTACT INFORMATION:

Name: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email address: _____@_____

TEST SCORE: Record below and include a copy of the test score document with the application. Scores must be less than 1 year old.

CLT _____

CLT 8 _____

CLT 10 _____

PSAT 8/9 _____

PSAT 10 _____

PSAT _____

SAT _____

Pre-ACT 10 _____

ACT _____

_____% composite/complete battery percentage on the IOWA, Stanford, or Terra Nova 2

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Certification of Agreement to Eta Zeta By-Laws and Attendance Requirements

On my honor, I have read and agree to the stipulations set out in the Official By-Laws included below. I recognize that my participation in this Honor Society is dependent upon this agreement. I agree to conduct myself in a manner of integrity, worthy of the name National Honor Society. Specifically, I have read and agree to Section II, Subsections C and D, regarding the requirements for attendance.

Student: _____
Date: _____

Parent: _____
Date: _____

To apply:

Scan your completed application, test score report, and certification form into a pdf document and attach to email for Lori Frank (sponsor) at ncetazeta@gmail.com

-- OR --

Mail the completed application and a photocopy of the test score to:
Lori Frank, 109 Aspen Ave, Elon, NC 27244

Payment of dues will be required after acceptance into the NHS.

If you have any questions, please feel free to contact Lori Frank (Sponsor) ncetazeta@gmail.com