

# *By-laws*

## *Alpha Chapter*

Revised April 16, 2004

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### ARTICLE I

#### Section I.

##### Name

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

#### Section II. Membership

A. Eligibility: Students may apply as early as the spring of their 8<sup>th</sup> grade year. High School seniors' applications will not be accepted after the October of their senior year. Membership is open to all students who have been enrolled in at least one class with the Home Education Partnership of Texas

(HEP) and who provide the following:

1. A certificate of homeschool eligibility, signed by the applicant's parent/legal guardian, certifying the student to be at least 51% homeschooled.
2. A 3.5 grade point average based on a 4.0 scale. This GPA may include parent transcript, early admission college courses, co-op or support group homeschool class grades, or similar coursework supervised/directed by the homeschooling parent/guardian.
3. A test score of 1800 (SAT) or 26 (ACT) or 180 (PSAT) or a 90% on the composite battery on the IOWA, Stanford, California, MAT, or other nationally normed standardized achievement tests.
4. Letters of recommendation from three different adults, including one letter from applicant's parents/legal guardian, and one letter from applicant's HEP instructor.
5. Letter written by applicant explaining why he/she wishes to be part of Eta Sigma Alpha.
6. A completed application form, available from the society.

B. Process of Application: Applicant's criteria should 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 fifty percent of all meetings. Excuses (such as job or class requirements) may be submitted in writing to the Alpha Chapter officer committee, who may excuse the member from said meeting commitments.

D.

1. Members must also serve 10 hours in service projects annually, either with the Alpha Chapter or independently. A member may not count the same service hours for two different clubs or organizations, and a member may not have more than five hours from any organization annually. A signed volunteer form or a letter of validation from the sponsoring organization must also be submitted for independent hours.
2. The Alpha Chapter Service Hour Award will be awarded based upon the most number of service hours completed with and on behalf of the Alpha Chapter. To complete hours on behalf of the Alpha Chapter the member must open the service project to all other Alpha Chapter members at least two weeks prior to the event by posting such event on the bulletin board, e-mail, telephone, and/or the general meeting.
3. In the case of a tie for the Alpha Chapter Service Hour Award, the Service Project and Service Hour Committee will review the members' Alpha Chapter and total independent service hours submitted to the Committee to determine the recipient.
4. In either Alpha Chapter or independent service hours, one hour of travel time will be allowed to members whose travel time is or exceeds one hour per event. Such hour is to be counted among the five hours for any one area or activity.

### Section III. Dues

There will be a \$10 per member annual fee to cover administration costs that shall be due to the Alpha Chapter Treasurer, either within one month of being accepted into the chapter, or within one month of the beginning of the school year. After that month, dues will be increased by \$5 per month.

### Section IV. Mission

The purpose of Eta Sigma Alpha National Home School Honor Society, Alpha Chapter, (ESA), shall be to recognize and encourage scholarship among home school students. To achieve this purpose, ESA shall provide opportunities for the developments of leadership and service. ESA shall encourage the developments of an intellectual climate that will stimulate the exchange of ideas and ideals, foster scholarship, and promote academic excellence. ESA 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. The standard ESA year shall begin at the beginning of the school year and shall end approximately at the close of the school year.

C. A quorum shall consist of 50% of the registered membership. A quorum must be present to hold a meeting or to vote on any item

### Section VI. Election of Officers

A. New officers will be chosen by a quorum of fifty percent. Votes by proxy, if given in writing and signed by the member, or by email to the officer committee, shall be accepted and shall be included in the quorum count.

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

C. Meetings of the officers shall be held regularly on the day of general meetings, at a time prior to

the meeting, or at the discretion of the President and/or sponsor(s).

D. Elections shall take place through secret ballot.

E. Voting may take place through preferential voting.

F. All members shall each have one vote, except for members who are in their final year of high school. The president, if a senior, shall not vote unless in the case of a tie.

G. Any member is eligible for an office, except that of President. Only members who have been members of ESA for at least one year may be nominated for the office of President.

H. All members running for office must have at least a B (80) grade average based on a 100-point scale.

I. If in the event an officer resigns from his/her position, the secretary shall produce a record of the most recent officer elections and the tallied votes for all candidates. The runner-up for the vacant officer position shall then be elected to that position by the general assembly of the members, requiring a quorum of fifty percent. If in the event a runner-up for the vacant position cannot be determined, normal election procedure shall be followed to fill the position.

## Section VII. Duties of Officers

### A. President

1. The President shall preside at all meetings of Eta Sigma Alpha, Alpha Chapter.
2. The President shall preside at all meetings of the officers.
3. The President shall supervise the execution of the programs adopted by Eta Sigma Alpha, Alpha Chapter.
4. The President shall countersign all the Alpha Chapter's checks for disbursement of the organization's funds.
5. The President may temporarily appoint committees at the request of the officers or of the membership present at any regular or special meetings.

### B. Vice-President

1. The Vice-President shall assist the President in the discharge of his/her duties.
2. The Vice-President shall occupy the chair in the absence of the President or upon his/her request.
3. When performing the duties of the President, the Vice-President shall have all the powers of and be subject to all the restriction of the President.
4. The Vice-President shall also serve as Chairman of the Program committee, and be responsible for providing special programs for meetings.
5. The Vice-President shall preside in the place of any absent officer.
6. The Vice-President shall serve as communication coordinator, and shall be responsible for communication with the membership information regarding the schedules of activities and events. This should be accomplished mainly through mailing and telephone notification.

### C. Secretary

1. The Secretary shall keep a true and correct record of all the proceeding and minutes of Eta Sigma Alpha, Alpha Chapter.
2. The Secretary shall call roll at every meeting and keep records of attendance and member excuses.
3. The secretary shall send a warning in writing to a member after three unexcused absences.
4. In the event a member accumulates in excess of fifty percent unexcused absences, he/she shall be notified in writing by the Secretary of his/her dismissal from ESA Alpha Chapter membership.
5. In the absence of either the President or the Treasurer, the Secretary shall be empowered to co-sign checks.

#### D. Treasurer

1. The Treasurer shall receive all monies and deposit same in the bank
2. The Treasurer shall sign all checks disbursing the money of the organization
3. The Treasurer shall maintain accurate books of account for all receipts and disbursements, and shall present a report of finances at each meeting.

#### E. Public Relations Chairperson

1. The Public Relations Chairperson shall receive all communications and conduct all correspondence for ESA, and shall be generally responsible for creating a good image for the public.

2. The Public Relations Chairman shall write articles about Eta Sigma Alpha, Alpha Chapter or its activities at the request of the President or members.

3. The Public Relations Chairperson shall be responsible for creating and up-keeping the Alpha Chapter's website and email systems.

#### F. Historian

The Historian shall be responsible for keeping records of the activities of Eta Sigma Alpha, Alpha Chapter. Possible record may include photographs/scrapbooks or written articles from any source.

#### G. Chaplain

1. The Chaplain shall recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings or at other events such as graduations, inductions, etc.

2. The Chaplain shall serve the members as a contact for prayer requests and shall report at general meetings as to the well-being of member(s).

### Section VIII. Special Committees

#### A. Audit Committee

The Audit Committee shall consist of the President, Vice-President, Secretary, and one adult Sponsor. The Auditing Committee shall audit the Treasurer's books in the months of August, November, February, and May to ensure the Treasurer's books are properly maintained.

#### B. Program Committee

The Program Committee shall consist of five members of which the Vice-President shall be chairperson. The duty of the Program Committee is to schedule guest speakers and small events and to

submit such schedule to the chapter for approval at the general meeting in September.

### C. Service Project and Service Hour Committee

The Service Project and Service Hour Committee shall consist of five members and one sponsor whose duty is to devise and research service project opportunities for the chapter. The Service Project and Service Hour Committee shall also be responsible for recording and regulating the service hours of the membership in accordance with Section II sub-section D of the by-laws. The President shall serve as ex officio a member of all committees.

## ARTICLE II

### Section I. Bylaws

The by-laws may be amended at any regular or special meeting, provided the amendments have been submitted in writing at the previous regular meeting, or 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, Robert's Rules of Order shall act as a guide.