***Eta Sigma Alpha***

***National Home School Honor Society***

***Mu Xi Chapter***

***Cumming, GA***

***Bylaws***

***Adopted this 12th day of September 2013 in Cumming, Georgia***

***by quorum vote of the student officer committee for the Mu Xi Chapter.***

***Revised June 27, 2016***

***Revised March 23, 2017***

***Revised February 13, 2018***

***Revised September 11, 2018***

***Revised November 13, 2018***

**ARTICLE I**

**Section I. Name**

The name of this organization shall be known as Eta Sigma Alpha, Mu Xi Chapter.

**Section II. Mission**

The purpose of Eta Sigma Alpha, Mu Xi Chapter, shall be to recognize and encourage scholarship among home school students. The five pillars of the Mu Xi Chapter are Christ, Leadership, Service, Scholarship and Character. Mu Xi shall encourage the growth and development of all students in accordance with the five pillars. To achieve this purpose, the chapter shall provide opportunities for the development of leadership, character, and service. Mu Xi 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 III. Membership**

A. Eligibility: Students may apply as early as their 14th birthday. Membership is open to all students who provide the following:

1. Nominee must be a home schooled student meeting the 51% rule as noted by HSLDA.

2. Nominee must have a 3.5 grade point average and must supply a transcript with his/her application.

3. Nominee must provide proof of scores from accepted tests per the National Organization score requirements. All test scores must be administered by someone other than the parent.

4. Nominee must submit an essay of 200 to 400 words describing his/her faith in Christ, and the gifts/talents Christ has given him/her that can benefit the group.

5. Nominee must complete and submit an application form.

6. Nominee must be at least 14 years old as of the date of the nomination.

7. Nominees may join the group at any time during the first semester of the school year. All applications must be submitted by December 31 to be accepted in to the chapter.

8. Nominees must attend the induction ceremony.

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 or email of acceptance.

C. Members must attend fifty percent of all meetings from the month of joining until the end of the school year. Excuses will be handled on a case-by-case basis by the sponsor.

D. Members must serve in two chapter organized community service projects annually. Excuses will be handled on a case-by-case basis by the sponsor.

E. New inductees and the Vice-President must attend the annual induction ceremony. All other members are STRONGLY encouraged to attend the annual induction ceremony.

F. Members not meeting the above requirements on an annual basis will be removed from the chapter. A student who has been removed from the chapter cannot reapply and may not use the National Home School Honor Society, Eta Sigma Alpha, Mu Xi Chapter designation from that point forward.

G. Members from another Eta Sigma Alpha National Homeschool Honor Society may transfer to the Mu Xi Chapter under the following guidelines:

1. Student must complete the demographic portion of the Chapter application. Completion of the application implies that the student meets the Mu Xi Chapter eligibility requirements and affirms the Chapter Mission statement in Article I, Section II of the Mu Xi Chapter by-laws.
2. Student must submit an essay of 200 to 400 words describing his/her faith in Christ, and the gifts/talents Christ has given him/her that can benefit the group.
3. Student must provide the following information:  Prior Chapter name, Chapter city/state, Chapter sponsor(s) names and contact information, and induction date.
4. Student must present a letter from a sponsor indicating they are in "good standing" in their chapter.
5. Chapter dues will be collected upon acceptance by the Mu Xi Chapter.

**Section IV. Dues**

A. There will be a $15 per member annual fee to cover administration costs that shall be paid to the Mu Xi Chapter Treasurer within one month of joining the chapter. After that month, dues will be increased by $10 per month.

**Section V. Meetings**

A. General meetings will be tentatively scheduled at least three times per semester. The induction ceremony will be held annually.

B. The standard Mu Xi year shall begin September 1 and shall end June 30.

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

D. All mandatory meetings will be held in Forsyth County. However, service projects and special meetings may take place outside of the county.

E. For the use of Mu Xi chapter funds in any capacity, members must have a majority vote and receive pre-approval by a sponsor at a mandatory meeting.

F. Special meetings are not mandatory. These include, but are not limited to: group outings, parties, events, and team building activities. Attendance at these events can count towards your attendance record, absence cannot count against it.

**Section VI. Election of Officers**

A. New officers will be chosen by a quorum of fifty percent.

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

C. Meetings of the officers may be at the discretion of the President and/or sponsor(s).

D. Elections shall take place through secret ballot.

E. Voting may take place for one position at a time starting with position of President.

F. All members shall each have one vote. The president 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, normal election procedure shall be followed to fill the position.

J. The number of office positions shall be determined annually by the chapter sponsors based on the needs and growth of the chapter.

K. All officers must attend at least 51% of the general meetings and must participate in a minimum of 2 service projects. A chapter officer not meeting these requirements will be asked to resign from his/her position by the chapter sponsors.

L. Officer elections will be held in March. New officer terms will begin on September 1st. In the event that there are officer positions not filled at the March election, a special election will be held at the first meeting of the new school year.

M. President, Vice President, Secretary, and Treasury positions must be filled by the March meeting. All other positions are not mandatory to be filled by the March election. Other members can run against current officers in the special election if they desire.

N. Graduating seniors may not run in the March election.

**Section VII. Duties of Officers**

A. President

1. The President shall preside at all meetings of Eta Sigma Alpha, Mu Xi 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, Mu Xi Chapter.

5. The President may temporarily appoint committees at the request of the officers or of the membership present at any regular or special meetings.

6. The President, along with a sponsor, shall coordinate the induction ceremony.

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 communicating information with the membership regarding the schedules of activities and events. This should be accomplished mainly through emailing and telephone notification.

C. Secretary

1. The Secretary shall keep a true and accurate record of all the proceedings and minutes of Eta Sigma Alpha, Mu Xi Chapter.

2. The Secretary shall call roll at every meeting and service project and keep records of attendance at all chapter events and record 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. The secretary shall determine and record whether a quorum is present prior to any vote being taken.

D. Treasurer

1. The Treasurer shall receive all monies and deposit same in the bank.

2. The Treasurer shall maintain accurate books of account for all receipts and disbursements and shall present a report of finances at each meeting.

E. Recruiter/News Chairperson

1. The Recruiter/News 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 Recruiter/News Chairman shall write articles about the Chapter or its activities at the request of the President or members.

3. The Recruiter/News Chairperson shall be responsible for creating and

maintaining the Chapter’s website and email systems.

F. Social Media Chairperson

The Social Media Chairperson shall be responsible for keeping records of the activities of Eta Sigma Alpha, Mu Xi Chapter. Possible records 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. Special Committees may be formed at the discretion of the President and/or Sponsors.

B. The President shall serve as ex officio member of all committees.

**ARTICLE II**

**Section I. Bylaws**

The bylaws may be amended at any regular or special meeting, provided the amendments have been submitted in writing at the previous regular meeting, or 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 Bylaws**

Suspension of any part of these bylaws 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 bylaws, Robert’s Rules of Order shall act as a guide.

**Section IV. Dissolution of Chapter**

1. All the assets of the Mu Xi chapter will be handled or dispersed by a willing sponsor. If the chapter dissolves completely, the assets will be donated to a charity of the chapter’s choice by a quorum of 50%.
2. If the chapter drops below four members, then it has the choice of putting the Mu Xi chapter on hold until new members can be recruited or dissolving. If new members cannot be recruited within one year of the pause, the chapter must be dissolved.
3. If the chapter decides to dissolve before it reaches the minimum number of members, a unanimous vote must be taken by the president with support of the sponsors.