

The Bylaws of the Eta Sigma Alpha National Homeschool Honor Society Lambda Omicron Chapter

(Amended 9/29/23)

*Updates to the bylaws for the 2023-2024 school year were proposed by the Adult Advisor and Officers and were voted on at the last meeting of the year. Future updates will be highlighted and voted on for ratification by all members at the next meeting after the updates have been proposed.

ARTICLE I - Name

This organization, as a chapter of the Eta Sigma Alpha National Homeschool School Honor Society, shall be called the Lambda Omicron Chapter of CHESS. For simplicity's sake, it shall be termed Lambda Omicron.

ARTICLE II- Mission Statement

The purpose of Lambda Omicron is to encourage scholarship among homeschool students who are currently enrolled and present regularly at CHESS. To achieve this purpose, Lambda Omicron shall provide opportunities for the development of leadership and service. Lambda Omicron shall encourage the development of an intellectual climate that will stimulate the exchange of ideas and ideals, foster scholarship, and promote academic excellence.

Article III- Membership and Joining:

Section 1: Students eligible for membership in Lambda Omicron must be current students enrolled in a course at CHESS (a semester or full year course will meet this requirement.)

Section 2: Homeschool Eligibility – Only those students who meet the HSLDA definition of a home schooler are eligible for ESA membership. This rule states that a student must complete 50% of his/her studies at home under the direct supervision of the parent. Co-ops, group classes, and even community college courses are acceptable as long as the 50% rule is followed. Students enrolled in public school programs, charter school programs, full-time college programs, or other programs where more than 50%

of the school time is spent in the supervision of a school setting or where the public school receives 50% funding for the student's attendance or where the public school system, umbrella school, on-line school assigns the grades without parent participation, are not eligible for ESA membership. (See HSLDA's webpage at www.hsllda.org for more info.) <http://www.etasigmaalpha.com/membership/>

Section 2: A test score of one of the following is required for ESA membership:

- § 88 (CLT),
- § 91 (CLT 10);
- § 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 total battery Iowa ITBS or ITED); *
- § 90% on the total battery (the score listed under the National PR-S 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 *

Regarding Tests:

- 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. No exceptions will be made for anyone!
- You cannot test at home under the supervision of a parent or guardian. An adult test supervisor may administer the test in your home provided your parent is not in the room. You are welcome to test at another person's home or business. This rule applies to both paper tests and online 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. Accepted online tests are: IOWA, Stanford, TerraNova, SAT family of tests, CLT family of tests, or ACT family of tests.

- When submitting an application for ESA admission, include a signed statement from the test supervisor. This statement must attest to the fact that the student received no help from anyone during the test and that he/she accessed no “outside materials” during the test time.
- It must show where the test was administered, by whom the test was administered, his/her relationship to the student, and when the test was administered. Sponsors will accept these signed statements along with the proof of test score. ESA reserves the right to contact the test proctor to verify the statement.
- Test scores must 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 cannot be accepted (see above).**

Section 3: All students applying to Lambda Omicron for the first time shall submit a complete application and pay the current dues to join. **There will be an option to purchase a shirt separately.**

New applications and supporting documents are due by **September 20, 2023** to be considered for membership for the 2023-24 academic school year. New and returning applicants will be notified of their acceptance by September 26, 2023 in order to ensure attendance at the first meeting, October 3, 3:30 p.m.

Section 4: All returning members shall, by **September 20, 2023:**

- Submit an updated current transcript showing their high school grade point average is at least 3.5 on a 4.0 scale (or 3.75 if weighted). Transcript must be signed by a parent and submitted in a sealed envelope with a parent signature over the seal.
- Annual returning members fee
- Submit a list of enrolled courses for current Year: CHESS, Home and other

- If you have previously been a member, but needed to take a year off, you can apply as a returning member.

Section 5: Upon joining Eta Sigma Alpha and being inducted into Lambda Omicron, the student becomes a member in full standing of Lambda Omicron.

Section 6: To remain in good standing, all members shall attend six out of the eight monthly meetings, complete 20 service hours (as described below), and participate in a minimum of three group service projects (as described in Section 8). Hours can be accumulated from August of the current academic year through CHESS Graduation Day of that same academic year.

Section 7: 20 hours of service is defined as the amount of time spent actually participating in the service opportunity. Time spent in preparation for the service opportunity cannot count toward the 20 hours.

Section 8: All members shall make every effort to participate in as many group service projects as Lambda Omicron organizes with a minimum of three service projects per year, a year being from the first day of CHESS in September to April 30. A service project shall be defined as:

- a.) a project that aids an organization that serves the greater community within or outside of CHESS.
- b.) a project that is run and organized by a Lambda Omicron member (officer or non-officer)
- c.) a project with a minimum participation requirement of two active Lambda Omicron members, and who are not related.
- d.) approval of service projects can be at the discretion of Lambda Omicron Advisers and Officers.

Section 9: Of the three required service projects two must be outside of CHESS events. (for example: while all hours served at CHESS events such as the CHESS Expo, Symposium and Open House events will count toward the needed 20 hours, only one of these events can count toward the three needed group projects)

Section 10: All members in good standing and who have met the requirements set forth in Article III are eligible to run for any office for which they meet the qualifications in Lambda Omicron. All members have the right to participate fully in the meetings and activities of Lambda Omicron.

Section 11: Upon graduating from their senior year of high school, active membership of Lambda Omicron shall be discontinued.

ARTICLE IV: Lambda Omicron Chapter Officers and Duties

Section 1: Officers shall meet on a monthly basis as a group at least one week prior to the monthly member meeting.

Section 2: Leadership Structure - There shall be five officers consisting of a president, vice-president, secretary, treasurer, and historian for a term of one academic year. There will be one volunteer adult leader of NHS and two to three adult chapter advisors. In addition to the advisors, parents of members provide support for projects and monthly meetings as needed to meet the requirement of two adults present per gathering. Officers will have a brief monthly planning meeting (in person at CHESS or by phone) with the NHS Leader the week prior to the regular monthly meeting. At least one planning meeting of advisers and officers is required before the first meeting of the school year.

Section 3: The President (focus on leadership)

- Create meeting agendas
- Run the monthly meetings and the officer meetings
- Assist the other officers as needed
- Schedule student or visiting speakers for at least 6 of the monthly meetings and coordinate with the Adult Advisor
- Send out the monthly meeting agenda and minutes (from the previous meeting) before each monthly meeting
- Communicate service opportunities to the members
- Create a list of service projects from that year
- Notify students (with assistance from the Adult Advisor) who are not in good standing of their probationary status
- Head up one service project that offers member participation
- Participate in as many of the Lambda Omicron sponsored service projects as possible, with the minimum being 3 projects and 20 hours

Section 4: The Vice-President (focus on service)

- Collect and record service hours from members at each meeting
- Notify members of their service hour status and assist students in obtaining their necessary hours
- Communicate members' hours at each officer meeting and notify the Adult Advisor of anyone not fulfilling their service hours requirements

- Fill in for the President if he or she is unable to attend a meeting
- Head up one service project that offers member participation
- Participate in as many of the Lambda Omicron sponsored service projects as possible, with the minimum being 3 projects and 20 hours

Section 5: The Secretary (focus on organization)

- Record member attendance at all Lambda Omicron service events and meetings, and maintain membership records
- Help create, disperse and maintain the group roster, using this for accurate attendance records at meetings and service events
- Notify the President and Adult Adviser of any member missing 2 meetings or more
- Take detailed minutes on the proceedings of each monthly meeting and send them to the President to go out before the next monthly meeting
- Coordinate snack sign-up and reminders for members to bring snacks to the monthly meetings
- Create a ballot for elections at the May meeting
- Head up one service project that offers member participation
- Participate in as many of the Lambda Omicron sponsored service projects as possible, with the minimum being 3 projects and 20 hours

Section 6: The Historian (focus on promotion)

- Take photographs of the meetings, service projects, and social gatherings sponsored by Lambda Omicron
- Create a slideshow of pictures from the year
- Maintain a scrapbook or online pictures with visual and written details
- Promote Honor Society through Facebook, Instagram, CHESS emails, and a table at CHESS events
- Keep the supplies used at events and notify officers when supplies need to be replaced
- Plan 2 Spirit Days for CHESS (one in the fall and one in the spring)
- Head up one service project that offers member participation
- Participate in as many of the Lambda Omicron sponsored service projects as possible, with the minimum being 3 projects and 20 hours.

Section 7: The Social Coordinator (focus on membership)

- Reach out to new members to get to know them and encourage them in their participation
- Organize group games and ice breakers for each monthly meeting
- Plan three social events outside of meetings
- Head up one service project that offers member participation

- Participate in as many of the Lambda Omicron sponsored service projects as possible, with the minimum being 3 projects and 20 hours.

Section 8: Candidacy for Office - To be considered a candidate for office in Lambda Omicron, a person must meet the following criteria:

- Be a member of the Lambda Omicron Chapter in good standing and have completed all general membership requirements.
- Be willing to plan and implement a Lambda Omicron service project during your year as officer. Members, who want to run for an office are strongly encouraged to lead a service project the prior year to show they understand the commitments of a leader.
- For positions of President and Vice-President, be a rising Junior or Senior.

Officers' terms begin upon election and terminate at the end of the school year with new elections. Officers must be available for monthly group and advisor meetings.

Section 9: Elections - Officers must be nominated by the morning of the May meeting in order to run for office for the following year. Nominations can begin at the April meeting. Ballots will be prepared for vote on the day of the May meeting. Members can nominate themselves. At the May meeting prior to the vote, candidates will share their reasons for desiring to be considered for an officer position. If there are no candidates for a position, nominations will be taken at the first meeting in October. All elections will take place by secret ballot. Only Lambda Omicron members, including seniors in good standing, may cast ballots. Votes will be counted by two advisors and results announced at the end of the meeting.

Section 10: Vacancies - If a vacancy arises, the advisors may temporarily appoint a replacement. At the next meeting, an election shall take place to fill the vacancy.

Section 11: Multiple Offices - A member may not hold more than one of the offices of president, vice president, secretary, historian, or social coordinator at a time.

ARTICLE V: Meeting Protocol

Section 1: One or two officer planning meetings will take place at the end of August and or mid-September.

Section 2: All member meetings shall be on the first Monday of each month for the academic year beginning in October time TBD.

ARTICLE VI: Commitment of Members

Section 1: Attend at least six of the eight scheduled meetings. Share in the group's responsibilities by signing up for and bringing meeting snacks, planning and organizing icebreakers/games, and participating in social events when possible. Participate in and/or help plan social events when possible. Make every effort to attend and support the CHESS Participation Preview in August and the CHESS Expo in February or March.

Section 2: Uphold the ideals of leadership and service, maintaining high scholastic and social standards. (3.5+ GPA on a 4.0 scale or 3.75 on a weighted)

Section 3: Actively participate in a minimum of three Lambda Omicron sponsored service projects per academic year and complete a total of 20 service hours. These requirements need to be completed and turned in to the Vice President preferably by the end of April or **before** the last meeting in May. (Late hours due to extreme circumstances will be considered by Lambda Omicron Advisers and Officers.)

Sections 4: Pay the set amount of yearly dues.

ARTICLE VII: Probation

Section 1: Grounds for Probation – a member shall be put on probation if they fail to meet either the minimum meeting attendance requirements or the minimum service project participation requirements as laid out in Article III. A member shall be put on probation for any academic or behavioral suspension as given by the CHESS administrator. Projects and hours accrued during probation will still count towards total needed.

Section 2: Administration of Probation – The member on probation shall receive a phone call or email from the president informing them of their status and laying out the requirements that must be completed to regain status as a member in good standing.

Section 3: Requirements – If a member is on probation for failing to attend the required number of meetings, they shall be required to attend all future scheduled meetings and complete 3 additional hours of service for each meeting missed. If a member is on probation for failing to attend the required number of service projects, they shall be required to add 5 volunteer hours to the regular yearly 20 hour requirement for a total of 25 hours. These hours will need to be made up during the summer months and be signed off by someone other than a family member. If hours are completed the student will apply as a new member requiring test scores, essay, and

letter of recommendation. If a member is on probation for CHESS administration suspension, the requirements for being reinstated as a member in good standing shall be laid out by the CHESS Administrator.

Section 4: Dismissal – Failure to complete the terms of probation may result in the member being dismissed from Lambda Omicron. If a member fails to complete membership requirements and does not receive their completion certificate, the status as a member of Eta Sigma Alpha National Homeschool Honor society for that year cannot be reported on college or work applications or transcripts.

ARTICLE VIII: Dismissal of Members

Section 1: Grounds for Dismissal – Students may be dismissed from Lambda Omicron for failing to complete the terms of probation as laid out in Article VII, or for being found engaging in any form of academic dishonesty (i.e. plagiarism, cheating, etc.).

ARTICLE IX: Amending Bylaws

Section 1: Lambda Omicron By-law changes should be reviewed by officers, the Adult Advisor and the CHESS Coordinator prior to presenting the changes for a vote to the members. Proposed changes for vote should be emailed to members prior to the vote. The advisor will make edits to the by-laws according to the vote. CHESS Coordinator will ensure updated documents are added to the website.