

MHEA Honor Society Handbook

Eta Chapter ~ Eta Sigma Alpha

- I. Statement of purpose
- II. Eta Chapter & Eta Sigma Alpha national membership requirements
- III. Holding Office/Officer Roles
 - A. President
 - B. Vice-President
 - C. Service Coordinator
 - D. Project Coordinator
 - E. Secretary
 - F. Historian
 - G. Media Communications Officer
 - H. Webmaster
 - I. Webmaster Intern
 - J. Chaplain
 - K. Social Coordinators
 - L. Facebook Group Administrator
 - M. Technical Advisor
 - N. Technical Advisor Intern
 - O. Advisors
- IV. Eta Chapter Meeting Rules/Procedures
- V. Eta Chapter Service Guidelines
- VI. Eta Chapter Demerit System

I. Statement of Purpose

The purpose of the MHEA Honor Society, Eta Chapter is to recognize academic excellence, to foster exemplary character through community service, and to enhance the leadership skills of home-educated students. The chapter honors the mission of the Memphis-area Home Education Association in its support of Home Education and member families. While we follow the ideal of being student-led, advisor guided, for the purpose of promoting leadership qualities in our members, we view the involvement of our members' parents as both valuable and welcome.

II. MHEA Eta Chapter Membership Requirements

A. Must meet at least one of the following requirements as established by E.S.A.:*

- ACT composite score of 26 or higher.
- Pre-ACT 10 score of 26 or higher.
- PSAT score of 1200 or higher.
- PSAT 10 score of 1170 or higher.
- PSAT 8/9 (for 9th grader) score of 1090 or higher.
- PSAT 8/9 (for 8th grader) score of 1020 or higher.
- SAT score of 1200 or higher.

-90% or above on the total battery score (National PR-S) of the Stanford Achievement Test.

-90% or above on the composite score of the Iowa (ITBS or ITED) Achievement Test.

-90% or above on the total score (NPR) of the Terra Nova 2 (CAT 6) 2nd Edition

-CLT (Classic Learning Test) score of 88%

-CLT 10 score of 91%

Test scores must not be more than 1 year old. Tests must be administered in a group setting without parent or given by a non-family member in a one-on-one setting. For more information on testing requirements, visit the national site at www.Etasigmaalpha.com.

B. Must provide two letters of recommendation from non-family members (teachers, coaches, ministers, employers, etc.)*

C. Must pay yearly dues.*

D. Must be a member of MHEA*

E. Must perform at least three hours of documented individual community service each semester.

F. Must participate in the group service project each semester.

G. Must attend monthly meetings.

H. Must maintain a minimum GPA of 3.5.*

* -These must be submitted upon application.

III. ETA Chapter/MHEA Officer Roles

Holding Office:

The office of President is open to students who will be seniors and have previously served in an officer position. The other Senior High offices are open to students who will be in 10th-12th grades. The Webmaster and Technical Advisor Interns must be upcoming 10th or 11th grade students. Jr. High officer counterparts are elected from students going into the 8th and 9th grades. Members may not run for office if they have received two or more demerits.

A. President:

1. Must be a senior who has previously served as an officer.
2. Plans agenda for each meeting with the assistance of the advisors and the vice-president
3. Presides over all meetings and follows General Procedures
4. Leads the group by keeping contact with fellow officers and assisting if needed
5. Inspires inclusiveness and promotes active membership (servant leadership)
6. May consider the Jr. High President as assistant/co-worker and may delegate responsibility as needed.

B. Vice-President:

1. Assists the President
2. Acts in the President's place if the President must be absent.
3. Calls roll and facilitates members signing in and out (entering late, leaving early) of the monthly meetings on time sheet.
4. Sends all corrections made to the roster to the officers in a timely manner.
5. Reports absences to advisors and Media Communications Officer.
6. Maintains records of attendance and attendance demerits. Notifies advisors and President when a member is in danger of receiving an attendance demerit.
7. Researches guest speakers from the community, approves them with sponsors, and schedules them for the Speakers Program, acting as the contact person from ESA.
8. On the day of the meeting, VP greets guest speaker, gives a short speaker introduction when recognized by the President, and presents the guest speaker with a thank-you gift and thank you note on behalf of the members following the program.
9. May consider the Jr. High Vice-president as assistant/co-worker and may delegate responsibilities as needed.

C. Service Coordinator:

1. Researches possible individual and small group service projects and maintains a list with project information and service philosophy.
2. Oversees organization of possible small group service projects for personal service hour credits. These projects may be chaperoned by member parents after approval of both advisors.
3. Works with the Project Coordinator helping where needed to facilitate the success of required large group fall service project and Field Day. These large group service projects will require diligent effort and positive outlook.
4. Reports on group and individual service hours/information and updates through emails and monthly business meetings. Utilizes help of the Project Coordinator when needed.

5. Provides means of documentation of both individual and group service hours requirements and gives to advisors and incoming Service Coordinator at the end of the year.
6. Maintains records of personal and group service hour credits and service demerits. Sends warning letters to members as needed and notifies advisors.
7. Recognizes member with most individual service hours at the last meeting of the school year and presents an award to this individual.
8. May consider the Jr. High Service Coordinator as assistant/co-worker and may delegate responsibilities as needed.

D. Project Coordinator:

1. Oversees organization of the large group service project each semester. These service projects will require diligent effort and positive outlook.
2. Meets and maintains contact with committee leaders in order to promote project objectives (troubleshooting, material purchases, shift assignments, etc.)
3. Delegates responsibility in keeping with individual members' talents.
4. Keeps Service Coordinator and Advisors informed.
5. May consider both Jr. High & Senior High Service Coordinators as leadership team assistants.
6. Is able to work closely with Advisors and parents, as well as members.
7. Is prepared to give follow-up reports to the members through emails.

E. Secretary:

1. Records all proceedings at every meeting. Makes note of every member that speaks during the meeting.
2. Provides minutes to the Media Communications Officer to be included in email to those absent within one (1) week following each meeting.
3. Maintains copies of all records, minutes, reports, and other handouts for permanent files. Items should be given to Advisors at the last meeting of the year.
4. May consider the Jr. High Secretary as assistant/co-worker and may delegate responsibilities as needed.

F. Historian:

1. Maintains a scrapbook of honor society activities, member awards, and community service. Makes the scrapbook available for viewing at each meeting and MHEA events as requested.
2. Provides pictures for the yearbook staff and website gallery.
3. Must have ability to use digital camera and computer communication.
4. Makes necessary displays for MHEA conference, Rally Day. etc.

5. May consider the Jr. High Historian as assistant/coworker and may delegate responsibilities as needed.

6. Both the Jr. and Sr. High Historians take photos during Eta activities to document the events or they assign other members to cover this responsibility.

G. Media Communications Officer:

1. Assists President, Advisors, and other officers in compiling and sending the monthly meeting agenda and group email.

2. Notifies members of all updates to plans via e-mail.

3. Receives minutes from the Secretary and sends them out to those absent via e-mail following each meeting.

4. Maintains an accurate roster of members' addresses, e-mail addresses, and phone numbers.

H. Webmaster:

1. Provides information to the MHEA webmaster to update the Honor Society webpage.

2. Trains Webmaster Intern.

I. Webmaster Intern:

1. Must be in 10th or 11th grade.

2. Assists the Webmaster and is available for training, with the intent of becoming Webmaster in the future. Therefore, this is a two year commitment.

J. Chaplain:

1. Responsible for the opening and closing prayer during all ETA activities.

2. Will appoint someone else for this honor if unable to attend ETA functions.

3. Makes sure that the larger group is informed about individual member prayer requests.

4. Sends encouragement cards, flowers, or memorial gifts to members and assists by being the contact person for member families in a time of need.

5. Provides updates or short inspirational devotions to the membership through the monthly group email, website or other social media. Both Advisors approval required.

6. Organizes appropriate hospital visits to members. Patient, patient's family, advisor and parent approval is required.

K. Social Coordinators (2):

1. Presents the membership with at least four social event opportunities. One of these occasions may be a cultural or educational field trip.

2. Encourages friendship and inclusiveness by setting a friendly example and also by providing games or guided discussion during the first ten minutes of the monthly meeting as time permits.

L. Facebook Group Administrator:

1. Acts as the communication liaison for the group on Facebook.
2. Posts any mass communication/announcements from the MCO onto the Eta Sigma Alpha Facebook Group page. This role may also evolve to include other social media.

M. Technical Advisor

1. Trains the Technical Advisor Intern for the following year.
2. Must have soundboard experience, audio-visual experience, PC/Mac experience.
3. Must be committed to being at the meeting venue early.

N. Technical Advisor Intern

1. Must be in 10th or 11th grade.
2. Assists the Technical Advisor with the intent of becoming the Technical Advisor in the future. Therefore this is a two-year commitment.
3. Must have soundboard experience, audio-visual experience, PC/Mac experience.
4. Must be committed to being at the meeting venue early.

O. Advisors:

1. Provide leadership and oversight for all honor society activities, enlisting the assistance of member parents.
2. Guide the elected officers in fulfilling their duties.
3. Maintain contact with Eta Sigma Alpha National Office.
4. Act as liaisons between MHEA and Eta Chapter.
5. Maintain confidential membership records.

IV. Meeting Rules / Procedures

A. General Procedures

1. President and/or Vice-President plans the meeting.
2. Officers meet thirty minutes before the general assembly.
3. Secretary begins recording.
4. President calls meeting to order
5. Chaplain begins with prayer/devotional thought.
6. Vice-President calls the roll if required.

7. Meeting continues according to the pre-planned agenda.
8. Discussion period takes place concerning proposed plans and/or actions.
9. Voting period takes place concerning proposed plans and/or actions.
10. Time is provided for guest speaker.
11. A motion, second, and showing of hands is necessary to adjourn.

B. Rules

1. Attendance at the monthly meeting is required. A student must be present for at least one hour to be counted present. Any absence after two will receive a demerit.
2. Dress code is business casual in order to present oneself as professional and attentive in honor of the speaker and group as a whole.
Boys may wear nice slacks and dress shirt. Jeans may only be worn with our Honor Society T-shirt. No sweatpants, running pants, or shorts of any kind.
Girls may wear modest dresses, skirts, or dress pants with shirt/blouse. Jeans may be worn with our Honor Society T-shirt. Please no sweatpants, running pants, yoga pants, leggings, or shorts of any kind.

V. MHEA Eta Chapter Service Guidelines

A. Individual Service Guidelines:

1. At least three (3) hours of documented individual volunteer community service is required each semester.
2. Volunteer community service must be performed without pay, compensation, or school credit.
3. In order to qualify, activities coordinated by a church or synagogue must provide service to the community. Responsibilities related to membership in a religious institution or maintenance of that institution's facilities are not acceptable.
4. Activities pursued as a member of an organization or service club such as Key Club, youth group, support group, must provide service to the community. Work related to internal, membership activities (such as recruitment, training, or initiation) do not qualify.
5. Volunteer time at a private business does not qualify for community service.
6. Working for an elected official or a political campaign is not acceptable community service. Nonpartisan volunteer time at the polls would qualify.
7. Hours spent on the group service projects may not be counted as individual service hours, unless approved for special circumstance by both advisors.
8. The same hours which fulfill another organization's service requirements cannot be used to also fulfill the Eta Chapter requirements.
9. Services performed should be recorded accurately on the forms provided and signed by a parent.

10. Individual service hours are not optional. Lack of the required three (3) hours of individual service will result in a demerit. Failure to submit these hours on time results in a demerit.

Acceptable community service activities:

- *Assisting with food or clothing drives.*
- *Working at soup kitchens*
- *Providing community-wide day care*
- *Volunteer tutor or unpaid library assistant*
- *Volunteer with community nonprofit*
- *Volunteer at senior facility or group home*

Unacceptable community service activities:

- *Singing in the church choir*
- *Participating in religious education*
- *Volunteering in Church Productions*
- *Baby sitting at the church nursery*
- *Missionary & Proselytizing work*

B. Group Service Project Guidelines:

1. A majority vote from the general assembly is required to approve selection of the group service project.
2. The group service project is not optional, and lack of participation will result in a demerit. Exception: If severe illness or family death prevents participation, an email must be submitted to the Media Communications Officer within the two weeks following the group service project. Members will be required to perform 3 hours of make-up individual community service no later than 4 weeks following the missed service project.
3. Failure to submit a timely email (see above) for absence from a group service project will result in a demerit.
4. An absence from a group service project, other than the exceptions outlined in number "2" above, will be reviewed by the advisors and appropriate student leaders for action, but may result in a demerit. If you know in advance you will be missing the service project, you must email the Media Communications Officer in writing two weeks in advance of the project requesting an excused absence and listing the reason for the absence. This will be reviewed by the sponsors to determine if it is excused or not excused. Individual make-up hours for an absence that has been excused must be turned in at the November meeting for the fall project or at the April meeting for the spring project.

VI. MHEA, ETA Chapter Demerit System

The demerit system was designed to encourage group unity and ensure equal participation of all members.

A. Two (2) demerits constitute placement on probationary status. A student with two demerits will be contacted by one of the Advisors. Three (3) demerits constitute removal from the MHEA Honor Society roll.

Demerits are given for the following:

1. Any absence beyond the two free absences given at the beginning of the year, regardless of the excuse.
2. Failure to complete three required individual community service hours and turn them in on time.. (See Service Guidelines for explanation.)
3. Lack of participation in the group service projects. (See Service Guidelines for explanation.)
4. Neglecting one's duties as an Officer. (Negligence to be determined by agreement of both Advisors.)

B. Demerits received for service related activities (i.e., not turning in your individual service hours, or lack of participation in the group service projects) will stay on the student's record for the entirety of the student's Honor Society membership. Demerits received for reasons other than service violations will not roll over into the next year.

Sponsors

Cindy Pillow

Melodi Brewer

Contact through honorsociety@mymhea.org