



By-Laws

of the Central Illinois THETA ZETA Chapter
of the ETA SIGMA ALPHA National Homeschool Honor Society

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Article I – Name

1.1 The name of the organization shall be the THETA ZETA Chapter, of the ETA SIGMA ALPHA National Homeschool Honor Society, hereinafter referred to as the TZC.

Article II - Mission Statement

2.1 The mission of the TZC is to bring unity and a voice to the homeschoolers of Central Illinois through the aspects: Leadership, Community Service, and Scholarship.

Article III - Initial Membership Requirements

3.1 Must be a homeschooled student in 7th-12th grade. Being a homeschooled student constituted being at least 51% homeschooled for the year in which the student is enrolled, as determined by the enrollees' parents.

3.2 Provide test scores less than one year old from one of the following tests:

Stanford Achievement (90% Composite Score)

Iowa Achievement (90% Composite Score)

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)

3.3 Provide a signed statement of test administrator (cannot be a parent), if testing was done at home or online

a. This statement must attest to the facts that the student received no help from anyone during the test and that he/she accessed no “outside materials” during the test time.

b. Statement must show where the test was administered, by whom the test was administered and 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.

3.4 Provide letters of reference from two individuals other than parents.

3.5 Provide a short paragraph as to why a student wants to be a member.

3.6 Show involvement in community service.

3.7 Per annum no more than two absences from meetings permitted, unless approved by a sponsor.

Article IV - Selection of Members

4.1 The final selection of members to this chapter shall be by a consensus of the sponsors.

4.2. Prior to the final selection, the following shall occur:

a. Students who are interested in joining the honor society will complete an application form.

b. Students' test scores shall be reviewed to determine scholastic eligibility.

c. Students who are eligible scholastically will be asked to write a paragraph indicating their intent to seek membership and stating their interest in the areas of service, leadership, and character.

d. The application forms, test scores, and essay shall be reviewed by the sponsors.

4.3 If a member from another Eta Sigma Alpha chapter moves in the area, they may join the TZC at any time after providing a letter from that chapter's sponsor.

Article V – Dismissal

5.1 Any member who falls below the required standards of scholarship or who fails to pay their dues may be dismissed from the TZC.

5.2 If a member's demonstration of character, service, or leadership falls below acceptable standards; if a member consistently fails to take an active part in the chapter's activities; and/or if a member is absent from more than two meetings in a row, the member may be issued a warning and placed on probation until an improvement is shown. Failure to improve their performance may result in dismissal from the TZC.

5.3 Any serious violation of the law may constitute grounds for immediate dismissal of the student from the chapter without warning or probation. These violations include but are not limited to cheating; stealing; destruction of property; driving while intoxicated; possession, selling, or being under the influence of drugs.

5.4 In the case of pending dismissal:

- a. The Executive board and any other pertinent individuals (such as parents of involved member) will meet to determine if there are adequate grounds for dismissal.
- b. The member in question shall receive written notification of the reason for possible dismissal and will be offered the opportunity to present his/her defense orally or in writing. The Executive board will then vote on dismissal. The decision must be unanimous.
- c. A letter of dismissal shall be sent to the student and parents if the student is dismissed. Dismissed members must surrender any membership emblems.
- d. When a student is dismissed, he/she is no longer a member and forfeits any dues paid.
- e. A member who is dismissed for poor performance may re-apply for membership in a later year and be considered for possible reinstatement. However, a member who was dismissed for serious violations of the law may never again be considered for membership in the TZC.

Article VI - Application Deadline

- 6.1 Applications for membership will be accepted year-round on a rolling basis.
- 6.2 Applications for graduating seniors must be received by October 1st of senior year.

Article VII - Active Membership

- 7.1 An active member is anyone who has met the membership requirements and paid their dues.
- 7.2 Renewal of membership is automatic with payment of dues.
- 7.3 Members must be at least 51% homeschooled.

Article VIII – Dues

- 8.1 There will be a \$20 per member annual fee to cover administration costs that shall be due to the TZC Treasurer, upon attendance at 1st TZC meeting, or within one month of membership approval whichever comes first.
- 8.2 Dues will be set by majority vote of the TZC active membership.

Article IX – Meetings

- 9.1 The active members of the TZC will determine the time and day of the meetings of TZC.
- 9.2 An Induction ceremony will be held in September.
- 9.3 Officers for the year other than those in Article 12.1 will be elected at the October meeting.
- 9.4 A quorum of 50% of all members is required for the transaction of business at any meeting.
- 9.5 Special meetings may be held as deemed necessary by the President or sponsors.
- 9.6 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the TZC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the TZC may adopt.
- 9.7 Online and/or telephone meetings are permitted.

Article X - Executive Officers

The TZC will be governed by a council of students elected to the following positions and duties for a one-year term. Year-end records and information will be given to the newly elected officers.

10.1 President

Duties: Conduct meetings, schedule meetings, writes agenda, revises by-laws as necessary, and oversees responsibilities of both the elected and appointed officers

10.2 Vice President

Duties: Assist the President, Oversee and publicize the community service activity, fill in for absent officers at meetings of TZC

10.3 Secretary

Duties: Record and distribute minutes of meetings to be approved by members, send meeting reminders, maintain membership roster and contact list, assist sponsors in organizing induction, and fulfill any clerical duties that may arise

10.4 Treasurer

Duties: Work with the Co-Sponsor to maintain records, all revenues, and expenses as well as the current account balance to ensure monthly bank statements are accurate. The fiscal year will run from September 1 to August 31. All receipts and disbursements will be administered by a sponsor and/or Treasurer. Year-end records will be given to a sponsor. Oversee fundraisers and assist fundraising chair

10.5 Parliamentarian

Duties: Ensure that Parliamentary procedures are followed during meetings, settle any disputes of procedures, and act as the Sergeant of Arms

Article XI - Appointed Officers

The following offices will be decided upon in the September meeting by a consensus of the TZC. The appointed officers will be required to attend the TZC meetings as requested by the President.

11.1 Annual Project Chair

Duties: Oversee and organize the annual project with assistance from the president

11.2 Photographer/Historian

Duties: Take pictures for scrapbook and any promotional material. Create a scrapbook of meetings, activities, speakers, and members

11.3 Computer Operations Chair

Duties: Establish an email group and work with the administrator of CAHSA, keeps the TZC website up to date

11.4 Fundraising Chair

Duties: Organize and lead any fundraising events TZC might choose to hold

Article XII – Elections

12.1 Elections will be held every year at a special meeting in August, prior to the induction ceremony to elect the executive officers

12.2 All candidates must meet membership prerequisites (e.g., test score qualifications) to run for office and be in 9th-12th grade.

12.3 Candidates should come prepared to give a short speech about their qualifications and reasons they should be elected. They should be prepared to answer questions.

12.4 Elections will be held by secret ballot and the TZC Sponsor or Co-Sponsor will tally all the votes.

12.5 The candidate who receives the majority of votes will win that office.

12.6 In case no one receives a majority of the votes the top two finishers will receive an opportunity to make another speech and another vote will occur.

12.7 If a candidate violates proper voting procedure (e.g., by casting more votes than the one to which he is entitled), the candidate shall forfeit any position to which he may have been elected and withdraw from running for any other elected office that year. If a member who is not a candidate violates proper voting procedure, he shall not be permitted to receive an appointed position that year.

12.8 The newly elected officers will assume responsibility for their office upon their election.

Article XIII – Vacancies

13.1 If the office of the President should fall vacant, the Vice President will assume his office.

13.2 If other offices fall vacant, they shall be appointed by the majority vote of the remaining executive officers.

13.3 In the event TZC has 5 or less people the duties of photographer/historian, computer operations chair, and fundraising chair are relieved or given to any executive board member capable of fulfilling multiple roles.

13.4 If TZC has less members than executive officer positions duties will be combined as follows;

a. Two members: The President inherits duties of Treasurer and annual project chair. The Vice President inherits duties of Secretary and parliamentarian.

b. Three members: The President inherits duties of annual project chair. Vice president inherits the duties of parliamentarian. The Secretary inherits the duties of Treasurer.

c. Four members: The President remains the same. Vice president remains the same. Secretary inherits the duties of Treasurer. Parliamentarian inherits the duties of annual project chair.

d. Five members: The President remains the same. Vice president remains the same. Secretary remains the same. Treasurer remains the same. Parliamentarian inherits the duties of annual project chair.

Article XIV - Executive Board

14.1 The executive board shall consist of the executive officers and the sponsors.

14.2 A quorum of 40% of board members is required for the transaction of business at any meeting.

14.3 Special board meetings can be held as deemed necessary by the President, or the sponsors.

Article XV - Community Service Activity

15.1 The community service activity will be organized and led by the vice president, and will be geared towards serving the community

15.2 The community service activity will fulfill the following:

a. Support a need within the local community

b. Have the support of the sponsors

c. Be appropriate and educational

d. Be well planned, organized, and executed.

15.4 Each year that a Homeschool Graduation is held, TZC will offer to assist in anyway necessary with the event

15.5 All members should contribute to the TZC service activity.

15.6 The chapter shall publicize its activities in a positive manner.

Article XVI - Annual Project

16.1 The annual project (e.g., homeschool convention, career fair, college information night) will be organized and lead by the annual project chair with assistance from all members, and will be geared toward serving the local homeschool community

15.2 The Annual Project will fulfill the following:

a. Support a need within the local homeschool community

b. Have the support of the sponsors

c. Be appropriate and educational

d. Be well planned, organized, and executed.

Article XVII – Acknowledgment

17.1 Each year at the first meeting every member will receive a copy of the by-laws and will be required to acknowledge by signature that they have read the by-laws.

17.2 The Secretary will maintain a record of bylaw agreements

Article XVIII – Amendments

18.1 These bylaws may be amended at any regular or special meeting, provided the amendments have been submitted in writing at the previous regular meeting, or have been given in writing to all members at least one week in advance.

18.2 These by-laws may be amended by a 2/3 majority of the votes cast.

18.3 By-laws and amendments must be consistent with the requirements of the Eta Sigma Alpha National Homeschool Honor Society.

Article XIV - Dress Code and Conduct

19.1 Business casual dress is required at meetings and the annual project.

19.2 The standard of conduct will be appropriate for business.

Article XX – Sponsors

20.1 TZC requires two adult sponsors from two separate households

20.2 Sponsors are non-voting members of the executive board, meant to oversee activities

20.3 Sponsors review all membership applications for eligibility and completeness.

20.4 Sponsors store and maintain historic TZC files.

20.5 At least one sponsor is required to attend each meeting or TZC event. An exception to this is when a special board meeting is called by the President. (14.3)

20.5 Sponsors complete payment and necessary paperwork yearly to renew national Eta Sigma Alpha membership.

20.7 In the event that a sponsor is unable to satisfactorily fulfill their duties, a sponsor can be removed by meeting these conditions:

a. unanimous vote of the Executive Board to remove sponsor

b. a willing sponsor to replace the removed sponsor.

Adopted: October 13, 2005

Amended: May 10, 2007

Amended: November 8, 2012

Amended: August 10, 2020



Membership Tenets

Scholarship is more than simple knowledge. It involves the mastery of one or more particular areas of learning through much study. Scholars apply their academic excellence, as well as their unique talents and vision, to the betterment of the world around them. Members of this honor society will continue to deepen their knowledge so that it becomes wisdom which they can in turn share with others.

Character is often defined as who you are when no one is looking. To be a person of character is to have moral strength and excellence. A person of character is a good citizen who is trustworthy, respectful, responsible, fair, and caring. Our members encourage one another to grow in character. They refine their understanding and deepen their commitment to these principles, so they will develop self-motivation to live consistent lives.

Leadership is expected of those who hold an office or a position over others; however, leadership involves a process of getting things done through those people. Eta Sigma Alpha members have the ability to lead but are not finished leaders. No one ever is. The secrets of leadership are locked inside each individual. As members discover and practice leadership skills, they will learn that leading is more about providing guidance, giving direction and taking responsibility for those one leads.

Service is an attitude of being prepared to help. The purest service is to help others and to seek the welfare of others without the expectation of reward or payment. Honor society members pursue humbly considering the needs of others, rather than serving to satisfy selfishness or conceit. As they cooperate with one another and assist those in the community, they promote the value of someone else over themselves.



Theta Zeta Member Oath

*I solemnly declare
that I shall always strive
to hold fast to
the strength of my character,
to endeavor to work toward
excellence in scholarship,
and to cultivate in my life and conduct
the principles of service and leadership.*