**Adopted August 29th, 2018**

# Section I: Name

The name of this organization is Iota Kappa, Alpha Chapter of the Eta Sigma Alpha (ESA) National Home School Honor Society.

# Section II: Membership

**A. Eligibility:** Students may apply as early as the fall of their 7th grade year. Applications will not be accepted after October. The following items are required for entry:

1. Copy of Washoe County School District letter of intent to homeschool.
2. A test score of 1800 (SAT) or 26 (ACT) or 180 (PSAT) or a 90% composite score on the Iowa or 90% on the total battery on the Stanford nationally normed **standardized achievement tests** is required for ESA membership. 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 ANY ONE!
3. Test scores should not be more than 1 year old.
4. 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 are not acceptable.**
5. Letters of recommendation from two different adults, including one letter from applicant’s parents/legal guardian.
6. A completed application form, available from Iota Kappa.
7. **Process of Application:** Applicant’s criteria should be submitted to and reviewed by the society’s sponsor. Upon acceptance, the new member shall receive a letter of acceptance.
8. **Attendance:** Members must attend fifty (50%) percent of all meetings. Excuses (such as job or class requirements) may be submitted to the President or Vice President, who may excuse the member from said meeting commitments.
9. **Service Hours:** Members must serve in 20 hours of service projects annually, and the member must submit a list of service activities and hours, signed by himself/herself and his/her parent or project leader, to the officer committee before the last meeting of the year for approval.

# Section III: Dues

There will be a $6 per member annual fee to cover administration costs that shall be due to the Treasurer, within one month of being accepted into Iota Kappa. After that month, dues will be increased by $5 per month.

# Section IV: Mission

The purpose of Iota Kappa shall be to recognize and encourage scholarship among home school students. To achieve this purpose, Iota Kappa shall provide opportunities for the developments of leadership and service. Iota Kappa shall encourage the developments of an intellectual climate that will stimulate the exchange of ideas and ideals, foster scholarship, and promote academic excellence. Iota Kappa shall also advocate homeschooling 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

1. Meetings will be held on a regular basis as determined at the beginning of each school year.
2. The standard year begins in September and ends approximately in May.

# Section VI: Election of Officers

1. New officers will be chosen by a quorum of fifty percent. Votes by proxy, if given in writing and signed by the member, shall be accepted and shall be included in the quorum count.
2. An officer may be removed from his/her position by a unanimous vote of all other officers.
3. Elections shall take place through open vote.
4. All members shall have one vote. The newly elected president shall not vote in the following elections, except in a tie.
5. Any member is eligible for any office, except that of President. Only members who have been members of Iota Kappa for at least one year may be nominated for the office of President, unless no such members are active in the honor society.
6. Officers are elected in the following order: President, Vice President, Secretary, Treasurer, Public Relations Chair, Historian

# Section VII. Officers

A. The offices shall consist of a President, a Vice President, a Secretary, a Treasurer, a Public Relations Chair, and a Historian.

# Section VIII. Duties of Members

## A. President

1. The President shall preside at meetings of Iota Kappa.
2. The President shall supervise the execution of the programs adopted by Iota Kappa.
3. The President shall approve all Iota Kappa’s checks for disbursement of the organization’s funds.
4. The president may temporarily appoint committees at the request of the officers or of the membership present at any regular or special meetings.
5. The President shall serve as communication coordinator, and shall be responsible for communicating with the membership information regarding the schedules of activities and events.

## 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 restrictions 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.

## C. Secretary:

1. The Secretary shall keep a true and correct record of all the proceeding and minutes of Iota Kappa.
2. The Secretary shall keep records of attendance at every meeting.
3. 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 money and deposit it in the bank, shall sign all checks disbursing the money of the organization, shall maintain accurate books of account for all receipts and disbursements, and shall present a report of finances upon request or after a transaction has occurred.

## E. Public Relations Chairman:

1. The Public Relations Chairman shall receive all communications and conduct all correspondence for Iota Kappa, and shall be generally responsible for creating a good image to the public.
2. The Public Relations Chairman shall write articles about Iota Kappa or its activities at the request of the President or members.
3. The Public Relations Chairman is responsible for reserving a meeting place for the honor society meetings.

## F. Historian:

1. The Historian shall be responsible for keeping records of the activities of Iota Kappa. Possible record may include photographs/scrapbooks or written articles from any source.

## G. All Members:

1. All designated members are encouraged, although not required, to organize and execute one service project each year. All members are also encouraged, although not required, to do their best to attend service projects of their co-members and co-officers.

# Section I: Bylaws

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 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. Suspension of any part of these by-laws shall require a quorum of fifty percent, and a two-thirds affirmative majority.

# Section II: Affiliations

Iota Kappa is an independent society and is not directly affiliated with any outside group or organization except Eta Sigma Alpha.

# 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.