

NEHS Adviser 101

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7 pm ET



Before we begin...

- This webinar is being **recorded** for on-demand viewing. The PowerPoint will be posted in the Adviser Resource Center by next week.
- As we take a tour of the adviser sections of the website, you can log into the site using your adviser login. (not required)
- Enter questions into the Q&A field and I will answer them during the Q&A session at the end.

History

- NEHS was established in 2008, and is a program administered by the National Association of Secondary School Principals (NASSP.)
- Each chapter selects new members based on the pillars of Scholarship and Responsibility.
- Elementary school students in grades 4-6 are eligible for consideration.



The Role of the Honor Society Adviser

- Provides direct, day-to-day supervision of the chapter.
- Serves as a liaison between faculty, administration, students, and community.
- Maintains active files on membership and financial transactions.



Resources

- Adviser Resource Center
- Constitutions
- Handbook
- Webinars



The Adviser Resource Center

Welcome to the NEHS Adviser Resource Center

[NEHS CONSTITUTION](#) | [NEHS HANDBOOK](#) | [RESOURCE DIRECTORIES](#) | [LOGO USAGE](#) | [GLOSSARY](#) | [PRESENTATIONS](#)



New Chapters & New Advisers



Selecting Members



Inducting Members



Project Planning



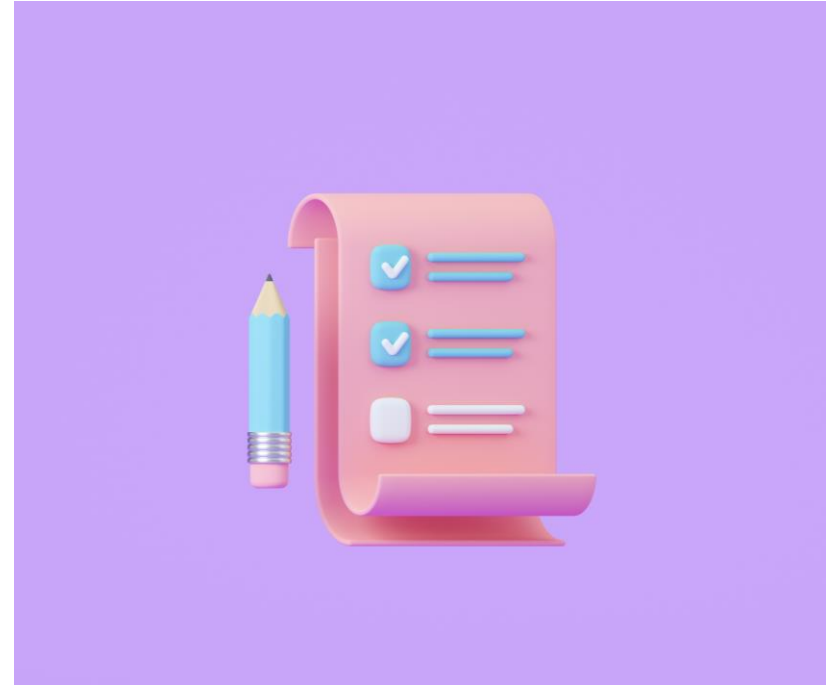
Working with Members & Officers



Meeting Planning

Necessities of Honor Society Chapter Management

- Chapter Personnel
- Chapter Bylaws
- Create & Publish Selection Procedures
- Select and Induct New Members
- Member Obligations
- Chapter Meetings
- Service Requirements
- End-of-Year Survey



Required Chapter Personnel

All chapters are required to have the following personnel available to manage the chapter:

- One or more faculty members to serve as the Honor Society adviser.
- At least 2 faculty members to serve on the faculty council.
- Unlike NHS and NJHS, the NEHS adviser can be a voting member of the council.
- Principal/headmaster/head of school to address appeals and approve chapter policies and decisions.



Chapter Bylaws

Each chapter must create its own set of local bylaws.

- Bylaws should include information concerning selection of members, chapter elections, officer duties, schedule of meetings, dues, etc.
- Changes require the approval of the faculty council and principal.
- Edits can be emailed to policy@nhs.us for review and questions.



Drafting Selection Procedures

Drafting selection procedures is the responsibility of the Faculty Council.

- These procedures are subject to the principal's final approval.
- At a minimum, the procedure should cover: The required grade levels (4-6), the required **cumulative GPA**, the procedure for notifying candidates, collecting information, and all relevant deadlines.

Publish Selection Procedure

The lack of available published information is the #1 complaint received by the national office.

- Publishing a description of the selection process helps to prevent complaints from students and parents, and other issues which may arise due to lack of information.
- Make sure that this information is published - either on your school's website, student handbook or other means that is **readily available** to both parents and students.
- Making changes? Be sure to communicate in writing to parents and students.



Inducting Members

Candidates become NEHS members when inducted at a special ceremony.

- The details of the ceremony (program, timing) are determined at the local level.
- To assist chapters with conducting virtual ceremonies, we've developed a set of virtual resources in the Adviser Resource Center.
- Recommendations for the traditional ceremony are provided in the Adviser Resource Center and Handbooks.
- **An informal induction can be held later for students unable to attend due to illness, personal emergency, or other legitimate conflict.**



Member Obligations

Advisers are responsible for reviewing student members for compliance with the standards of the chapter and fulfillment of their membership obligations.

- Member responsibilities and obligations should be outlined in the chapter bylaws.
- All chapters must adhere to the discipline and dismissal policies found in the NEHS Constitution, and Handbooks when addressing deficiencies of membership obligations. There is no automatic dismissal at any time.
- If a member is unable to attend meetings due to a legitimate conflict, (in whatever format they are offered), chapters can determine what other benefit the member can provide.

Service Projects

- Each chapter is required to perform at least **4 group projects per year**.
- Advisers can use the National Student Project Database to search for service ideas and share with members.

End-of-Year Survey

- The End-of-Year Survey will be open between early May -June 30 each year.
- Email notification will alert advisers to complete the survey.
- Reminders will be included in the *Honor Society News* and on the website.



Let's Take a Tour...

Let's have a brief look at the NEHS Adviser Resource Center.



Three Take-aways

- Talk to your principal about establishing the faculty council.
- Meet with the faculty council to draft chapter bylaws.
- Publish selection procedure description and timeline.



Getting in Touch

Email our Customer Care Center: nehs@nehs.org

Call our Customer Care Center: 800-253-7746

Always identify yourself as an adviser or principal.

Website: www.NEHS.org

Feedback

Please complete the survey at the end of this webinar to provide your feedback.

You can use this QR code to complete the survey on your mobile device.



Let's chat!



Thank You!

