



# QUILL & SCROLL

*It's an Honor*

International Honorary Society for High School Journalists

# ***Chapter Manual***

**2018 Edition**



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## **Quill and Scroll's Mission**

We encourage, support and recognize individual student initiative and achievement in scholastic journalism, irregardless the medium.

## **Quill and Scroll's Vision**

To recognize every student, through induction into the society, who meets the criteria established by the society.

## **Quill and Scroll's Founding**

Quill and Scroll, the International Honor Society for High School Journalists, was founded by a group of high school journalism advisers in April 1926 on the campus of the University of Iowa.

This *Chapter Manual* is for the exclusive use of local chapters of Quill and Scroll. It is designed as a complete guide to chapter procedures and activities. It contains the official Constitution and Bylaws of Quill and Scroll Society. It includes two suggested rituals for the initiation of new members. Chapters may present a copy to each new member or may file a sufficient number of copies for the use of the officers and for conducting initiations.

### **Revised Edition - 2018**

Additional Copies of the  
*CHAPTER MANUAL*  
Are Available from  
QUILL AND SCROLL  
The University of Iowa  
School of Journalism and  
Mass Communication  
100 Adler Journalism Bldg.  
Iowa City, Iowa 52242-2004

E-mail address: [quill-scroll@uiowa.edu](mailto:quill-scroll@uiowa.edu)  
Web site: <http://quillandscroll.org>  
Online copies: <http://issuu.com/quillscroll>

# Quill and Scroll Promotes Achievement in Scholastic Journalism Media

To the thousands of student journalists serving on school yearbook, literary magazine, newspaper and broadcast journalism staffs — and to their advisers — high school journalism is no mere educational fad or frill. It is, on the contrary, a highly fascinating intellectual adventure, a challenge to the mind and a discipline to the hand. The appeal of journalistic activity is broad, and it is estimated that the field comprises more than 30,000 publications, broadcast activities as well as web or online journalism.

From the heart of this widespread interest in scholastic journalism, two nationwide movements of importance developed: (1) the organization of state, regional and national scholastic press associations from coast to coast and (2) the organization of Quill and Scroll, the International Honorary Society For High School Journalists.

The press associations function primarily to improve school publications and to serve each staff in judging its work as a unit through its publication. Quill and Scroll, on the other hand, directs its main focus to the individual staff member, rather than the publication as a whole. Quill and Scroll seeks (1) to encourage individual initiative in high school journalism, creative writing and allied fields, thereby enabling the individual to contribute greater skill to the journalistic endeavor and (2) to recognize and reward the individual achievements of students engaged in journalistic activity.

In their respective fields, both types of organizations seek to elevate publication standards, to promote research and to improve the standards of instruction in high school journalism.

Since a chapter of Quill and Scroll in a school exists to reward the individual student for meritorious work, the size of the group chosen for membership depends upon: (1) the level of ability of the staff as a whole for a particular year; (2) the number of staff members meeting the general requirements of the Society and (3) the particular requirements of the adviser, which may be based upon the number of lines published or on an established grading or evaluation procedure - factors that may vary with local conditions and frequency of publication.

The local chapter is the heart of Quill and Scroll. The member belongs to an international organization. Membership widens a student's horizon, increases journalistic perspective and gives the prestige of membership in an honorary society.

But, in the final analysis, the benefits of membership accrue in proportion to the student's participation in the activities of the chapter. It is in the local chapter that the member learns the ethical ideals of journalism which are inculcated by the Society and which are expressed in the initiation ceremony as "an obligation of leadership that will fall to you in professional life even as it does now in this smaller realm."

Election to membership may be entirely honorary, with the chapter taking no active part in school life or journalistic affairs. A majority of advisers, however, seem to prefer an active chapter, with goals and responsibilities to fulfill. With this view, the active chapter becomes the spearhead for the extra work of the staff. Composed as it often is of the natural leaders of the student body, the chapter develops the responsibility of compiling a style sheet, sponsoring creative writing projects, handling school publicity or forming a local or regional media group.

It is never the size of the chapter, but its presence, that is significant to the adviser and staff. A chapter that is small, in relation to the size of the group interested in journalism, well-organized, and well-known by the student body is the ideal towards which the local chapter should strive. The organization can gain identity and recognition by publicizing its achievements.

Membership in an honorary journalistic society offers tangible benefits, particularly where the organization is national or international in scope, such as Quill and Scroll. Sometimes such membership is the deciding factor, where other qualifications are equal, that enables a candidate to obtain a position on the staff of a college media organization. Again, membership is usually among the first qualifications presented in applying for college or for competitive scholarships, where qualifications are based both upon scholastic standing and personal qualities of leadership.

### *History of Quill and Scroll*

On April 10, 1926, a group of high school advisers organized Quill and Scroll, the International Honorary Society for High School Journalists, for the purpose of encouraging and rewarding individual achievements in journalism and allied fields. The Society has always taken an active part in raising standards in its field and in directing the course of high school journalism.

Since its organization, Quill and Scroll has granted charters to more than 14,100 high schools. Chapters are active in both public and private high schools in every state of the Union and in countries around the world. The Society has more than one million "alumni" in all walks of life, many of them in distinguished careers in journalism.

Quill and Scroll Corporation, a non-profit corporation exempt from federal income taxes, was formed in 1937 for the purpose of administering the

business affairs of the Society. The Society also has a 501 (c) (3) status which makes it a tax deductible contribution organization.

Quill and Scroll Foundation was established in 1940 to receive any surplus funds accumulated by the Corporation in administering the affairs of the Society. The Foundation conducts research in the field of high school journalism, cooperates with existing organizations in pursuing special studies, and publishes booklets and other aids for high school journalism teachers and students. The Foundation also grants scholarships (Edward J. Nell Memorial Scholarships and the George Gallup Scholarships) to high school seniors and (Lester G. Benz Memorial Scholarship) to journalism teachers and publication advisers.

### *Selective Membership*

When a chapter is established under the provisions of the Constitution, publication advisers in the school automatically become members of Quill and Scroll. The established custom is to grant a single charter to a school. Members of all journalistic staffs are then eligible for membership in the chapter.

Candidates for membership in the Society may secure membership only through a local chapter. Names of candidates must be submitted on the recommendation forms that are provided to advisers upon the granting of a charter and mailed to member schools twice each year. Recommendation forms can also be downloaded from the Quill and Scroll Web site.

According to the Constitution, members of Quill and Scroll must be chosen from the students enrolled in the high school who, at the time of their election, meet the following requirements:

- 1.They must be of junior or senior classification to be active members of a local chapter. Second-semester sophomores may be initiated during the last grading period of their sophomore year, their membership becoming effective at the beginning of their junior year.
- 2.They must be in the upper third of their class in general scholastic standing, either for the year of their election or for the cumulative total of all of their high school work.
- 3.They must have done superior work in some phase of journalism or school media work, such as writing, editing, business management or production.
- 4.They must be recommended by the adviser or by the committee governing publications.
- 5.They must be approved by the executive director of the Society.

## *Initiation and Membership Fees*

There are no membership dues. When Quill and Scroll accepts a student for membership, that student pays an initiation fee. (See current recommendation form for amount of fee.) The Society supplies each new active member with a regulation pin, an official membership card and a one-year subscription to *Quill & Scroll* magazine. At the time of their initiation or at any future time, members may also purchase special key pins carrying staff position designations.

The local chapter has the option of conducting an initiation ceremony. Many schools conduct initiations several times during the year as students become eligible for membership. The Society recommends, but does not require, a formal initiation ceremony. A dignified ceremony brings prestige to the chapter and adds meaningful relevance to membership. This *Chapter Manual* contains several suggested forms of initiation ritual.

## *Honor Cords*

Graduation honor cords are a means of special recognition for students who have met the basic membership requirements of Quill and Scroll and have been inducted as members. The honor cord is an additional cost beyond the basic initiation fee. The basic initiation fee must have been paid sometime during the student's high school work in scholastic journalism. **The honor cords may be ordered only by journalism advisers or the school principal.**

# **Quill and Scroll Foundation**

Quill and Scroll Board of Trustees administers the affairs of Quill and Scroll Foundation. Activities are limited to the three categories of service approved when the Foundation was established in 1940: (1) research; (2) scholarships and financial aid; and (3) publications. The Foundation furnishes reports about its work and details concerning scholarships to chapters at regular intervals.

## *Research in Scholastic Journalism*

Quill and Scroll Foundation conducts a continuing program of research in the areas of high school journalism and school media.

As funds are available, the Foundation makes grants-in-aid to colleges and universities for students making special studies in the field of scholastic journalism. The Foundation may give financial assistance for master's theses and doctoral dissertations. Availability of funds for these purposes will be announced to Schools and Departments of Journalism from time to time.

## *Scholarships*

Quill and Scroll Foundation grants scholarships to seniors who declare their intent to major in journalism or communications in college. Since 1940 the Foundation has awarded scholarships totaling more than \$150,000. The scholarships are named in honor of Edward J. Nell, who served from 1932 to 1957 as executive secretary of the Society, Richard P. Johns, who served as executive director from 1972-2007, and founder George H. Gallup, Sr. and his wife, Ophelia.

Gold Key winners in the annual Quill and Scroll Yearbook Excellence Contest and in the annual International Writing and Photography Contest and Quill and Scroll members may apply for scholarships. More than 300 students win Gold Keys in the two contests each year. Scholarship applications are available on the Quill and Scroll website.

### *Lester G. Benz Memorial Scholarship for Journalism Study*

All high school journalism teachers and newspaper and yearbook advisers who have had at least six semester hours of journalism courses, a minimum of four years of teaching experience and advising school publications; currently teaching a journalistic writing class; and a definite commitment to return to the high school classroom and publication advising are invited to apply before April 15 for this scholarship. The scholarship is intended to pay a maximum of \$500 for actual tuition, room, board and transportation costs for college journalism study at any college or university offering journalism courses.

## *Foundation Publications*

From time to time, as funds are available, Quill and Scroll Foundation publishes pamphlets and handbooks that are useful to high school journalism advisers, students and staff members. Several Quill and Scroll publications are in their fifth or sixth editions. All are priced reasonably in order to make them available to as many schools as possible. A brief description of each and a current price list can be found on the membership recommendation form and other Quill and Scroll brochures and the Quill and Scroll web site.

Quill and Scroll recommends that all these publications be made available to journalism students and media staffs. Many schools provide copies for the school library. Several booklets, particularly the *Stylebook*, *Advertising Survival Kit*, *Conducting a High School Poll*, and *the Principal's Guide* are of such value to that schools are urged to order enough to distribute copies to individuals.

# Chapter Procedure

Quill and Scroll grants a charter to a school — not to a publication. A school then has but a single chapter of Quill and Scroll and all the school's journalistic activities are included equally. Students who work in the fields of art and business management are eligible for membership, as are those whose contributions are in the editorial phase of media. Those who work in a school news bureau, scholastic journalism web site or an online publication or write for local professional newspapers and radio stations are also accepted for membership.

The international organization of Quill and Scroll makes no requirements as to the activities of local chapters: this matter is left entirely to the advisers and the students. Quill and Scroll encourages the local chapter to work to serve the cause of journalism and school publications in its high school. A local chapter's selection of projects and activities may vary from one year to another.

Some chapters construe membership in a purely honorary sense. In such cases chapters do not engage in activities or undertake projects. They carry on no organized chapter program. Such schools consider election to membership as the final reward for meritorious work on the school's media staffs. The award is usually granted at an annual Awards Assembly or at graduation time.

A majority of Quill and Scroll's local chapters are organized on an active basis, elect officers and hold regular meetings. An active chapter should keep a permanent record of its membership, meetings and activities. A chapter can design a record book that becomes the permanent record of the chapter's history and activities or order a copy of the Quill and Scroll Chapter Registry. Many chapters also prepare elaborate scrapbooks covering each year's program and activities.

A strong, active chapter can be instrumental in placing student journalism on a much higher level in your school. Through its efforts, the chapter can accomplish these goals: (1) inspire members of the staff to greater efforts; (2) attract students of higher ability to publication work by offering them journalistic recognition and honors; (3) provide incentive for the development of the journalism department and the improvement of school publications and (4) secure greater recognition of journalism work by students, school officials and the community.

## *Chapter Membership*

The requirements for membership listed on the official recommendation blank must be carefully followed by the chapter in recommending eligible candidates. A local chapter may make any additional membership requirements it chooses, but the national qualifications must be regarded as minimum standards to be met by all candidates.

All recommendations for membership should be submitted to the international office on the official forms supplied by the Society. Chapters are urged to establish a permanent file where Quill and Scroll forms and supplies may be preserved for future use. All recommendation forms and orders for insignia must be signed by either the journalism adviser or by the school principal.

Recommendations should be submitted to the international office at least two weeks in advance of a scheduled initiation to allow ample time for approval of the candidates and delivery of insignia. In no event should a chapter initiate candidates until recommendations have been submitted to the international office and candidates have been approved by the executive director of the Society.

Chapters that follow a program of activities will find it an advantage to elect qualified sophomores and juniors to membership each year, as well as seniors. This practice will assure continuity of the work of the chapter.

### *Honorary Members*

A requisite for honorary membership is a genuine interest on the part of the recipient in the work and efforts of young writers and journalists. Many prominent journalists, authors and educators hold honorary membership in Quill and Scroll, which was conferred in person at an initiation service, a private interview, or through correspondence when contact was not otherwise possible.

Names of honorary members proposed for the chapter should be submitted to the executive director in the same manner as those of candidates for active membership. A billfold membership card is provided without charge.

### *Testimonial Scroll*

Local chapters from time to time may wish to give special recognition to friends and benefactors of school publications. For this purpose the international office has an attractive Testimonial Scroll that is beautifully personalized in color. The Testimonial Scroll is an excellent means of conveying, in permanent form, the esteem and appreciation of the chapter or staff. It is a distinctive award to present to a banquet speaker, an honorary member of the chapter, a professional journalist, school administrator or anyone who has rendered unusual service to the cause of high school journalism and school publications. The Testimonial Scroll is not available for presentation to students.

A reproduction of the Testimonial Scroll, with provisions for submitting copy and instructions for ordering, appears on the official recommendation form.

## *Naming the Chapter*

Many chapters bear the names of men and women in their communities who have taken an active interest in the work of high school writers, their publications and group activities. Often such civic-minded leaders talk at chapter meetings, attend initiations and lend their names to the local chapter. Frequently a chapter bears the name of the local newspaper editor, the school principal, or a poet or author who lives in the community. Other chapters adopt the names of the Society's honorary founders or seek permission to use the name of a person of prominence, especially when that person has accepted honorary membership in the Society.

The matter of naming the chapter is left entirely up to the local chapter. If and when such action may be taken, the name should be reported to the international headquarters so that it may be entered on the permanent record of the chapter.

## *Chapter Projects and Activities*

Although Quill and Scroll is an honorary organization, it is strongly recommended that local chapters carry on an active program with the chapter involved in various projects and activities. However, it should be remembered that while the Society recommends an active chapter program, it does not require local chapters to carry on a continuing program of activities. This decision is left entirely up to each individual chapter.

An active chapter helps build prestige for the journalism and publications program. A busy and active chapter will mean more to its members and, at the same time, build a reputation of service within the school.

The following list includes suggestions for projects that have been successfully conducted by local chapters throughout the world. Many additional activities may be developed by individual chapters. Your chapter may select as many of these suggested activities as seem desirable, or it may develop other activities that may fit into its own particular situation.

- Frame your Charter and display it prominently.
- Elect officers and hold meetings.
- Select a name for your chapter.
- Devise an appropriate ceremony for new candidates for membership.

- Conduct dignified and meaningful initiation ceremonies for new membership. (See section on Initiation Ceremonies starting on page 22.)
- Observe Scholastic Journalism Week in February each year.
- Compile a style sheet or headline schedule for your newspaper.
- Sponsor a literary magazine or publish collections of student verse or a literary supplement to the newspaper.
- Publish a Homecoming football program.
- Establish a journalism library or bookshelf.
- Take charge of the local community newspaper for one issue.
- Publish a student directory or a student handbook.
- Handle publicity for the school for local papers.
- Write a history of the school, of the community or of the papers published in the community.
- Prepare a visitors' guide book of the community for the Chamber of Commerce.
- Edit a "diary" for the school's bulletin board.
- Establish a news service on athletics with other high schools.
- Sponsor student tours through local publishing plants.
- Conduct a reader interest survey of your school newspaper or yearbook.
- Sponsor a media banquet for staff members of all the school's media.
- Make a survey of student spending, compiling the data as a service for advertisers.
- Sponsor a conference on journalism careers.
- Conduct a journalism workshop for junior high school staff members.
- Plan an all-student assembly program about journalism with a guest speaker from the profession.

- Arrange for some journalism students to “shadow” a pro for a day. Try to match each student with someone working in the field of his or her special interest.
- Sponsor and staff a local radio or television program interpreting your school to the community.
- Sponsor an “open house” for your journalism publications department.
- Help students at a local elementary school produce an issue of a newspaper.
- Establish an exchange via the internet and e-mail with a group of students in a foreign country who are interested in journalism and publishing a newspaper, school magazine or yearbook.
- Recognize and honor individuals from the school, community or local businesses that have been extremely supportive of the school’s journalism program with a special testimonial scroll.
- Establish an online version of the school newspaper.
- Attend scholastic journalism conferences, or send students to summer workshops

## International Projects and Contests

Quill and Scroll sponsors a number of international contests, both for individual students and for chapters. Participation in these various forms of international competition is encouraged as a means of maintaining interest in the overall programs of the Society.

### *International Writing, Photography and Multimedia Contest*

Each year the Society conducts an International Writing and Photography Contest, which assesses individuals’ work in various phases of journalism as represented in high school newspapers and newsmagazines. The contest covers such phases as: column writing, editorials, editorial cartoons, feature stories, news stories, investigative reporting, advertisements, photographs and sports writing. Quill and Scroll charges an entry fee. (See current registration forms for amount.) Winners of this contest are awarded Quill and Scroll Gold Keys. More than 200 Gold Keys are awarded to winners of the International Writing and Photography Contest each year.

### *Yearbook Excellence Contest*

The Quill and Scroll Yearbook Excellence Contest assesses work that has

appeared in high school yearbooks of member schools. This annual contest includes categories such as: theme development, spreads from specific sections, advertising, photographs, graphics and index layouts. Quill and Scroll awards Gold Keys to each of the more than 100 winners of this contest each year. Quill and Scroll charges an entry fee. (See current registration forms or the Quill and Scroll web site for amount.) National yearbook companies help to co-sponsor this contest each year.

### *News Media Evaluation Service*

To provide a complete and thorough criticism and analysis of newspapers, newsmagazines and online news media of member schools, Quill and Scroll each year conducts a News Media Evaluation based on an achievement scale, developed by the Society and its advisers, which measures the success of the publication in terms of the services it renders a particular school.

All member schools are invited to enter their newspapers, newsmagazines, online media or a combination of news publication and online media in the evaluation service each spring. A fee is charged for the service. (See current registration forms or website for fee amount.) Publications are judged and evaluated during the summer with digital evaluation forms and judges' comments returned to the schools in September. Many schools use the annual Quill and Scroll News Media Evaluation as a guide for systematic improvement of their publications. Various awards are offered to participating schools, determined on the basis of the total score assessed by the judges in evaluating the newspaper or news magazine.

Many advisers believe that Quill and Scroll's News Media Evaluation is the most thorough critique available and that the evaluation form can act as an exceptional guide and teaching tool for the staff. Quill and Scroll has always been very selective in choosing judges for the News Media Evaluation. The judges are leading authorities in the field of high school journalism, prominent advisers, professional newspaper journalists with experience in high school work, and collegiate teachers of journalism.

### *Quill & Scroll Magazine*

*Quill & Scroll* magazine serves advisers and editors of school publications by presenting authoritative articles that deal with concrete problems and relevant issues and by presenting some of the top work done by high school journalists who are in Quill and Scroll chapters. A subscription to the magazine is included in the membership of students elected to Quill and Scroll. In 2018, the magazine went to a digital-only publication, but they can still be accessed on the Quill and Scroll website and Issuu.com.

Because its editorial policy is to deal with fundamental journalism problems, an issue of the magazine is often as timely in the years ahead as at the date of

publication.

*Quill & Scroll* magazine solicits manuscripts for publication from journalism advisers and students on any subject appropriate to scholastic journalism. Frequently manuscripts are accepted from students. The magazine also has a core of contributing editors who provide articles each year. It is considered a distinct honor for teachers or students to have an article they wrote appear in *Quill & Scroll*.

# Constitution and Bylaws

## FOREWORD

**QUILL AND SCROLL SOCIETY** was founded at the University of Iowa on April 10, 1926, as a non-secret honorary high school society. It was organized to recognize and reward ability and achievement in writing and other phases of journalistic work in high school.

## PURPOSE

The purpose of **QUILL AND SCROLL** is to instill in students the ideal of scholarship; the standards of the profession of journalism by developing better journalists and by inculcating a higher code of ethics, to promote exact and dispassionate thinking, clear and forceful writing.

## CONSTITUTION

### ARTICLE ONE — NAME

The name of this Society shall be:

### QUILL AND SCROLL

The International Honorary Society  
for High School Journalists

### ARTICLE TWO — MOTTO

The motto of this Society shall be:

*Ye shall know the truth and  
the truth shall make ye free.*

### ARTICLE THREE — MEMBERSHIP PIN

The badge of this Society shall be a scroll with a quill diagonally across it. It shall bear these words, **QUILL AND SCROLL**, and these letters, I.H.S.H.S.J., on the face of the badge.

### ARTICLE FOUR — PUBLICATION

The publication of this Society shall be known as **QUILL & SCROLL** and shall be issued two times a year by the executive director of the Society.

## **ARTICLE FIVE — MEMBERSHIP**

*(The Sections in this Article reflect current practice. Official language to be reviewed by Board of Directors in 2018.)*

### **Section One**

There shall be three classes of membership: active, faculty and honorary.

### **Section Two**

Active members shall be chosen from those students in high school who, at the time of their election, meet the following requirements:

1. They must be of sophomore, junior or senior classification to be active members of a local chapter.
2. They must be in the upper-third of their class in general scholastic standing or have the equivalent of a B (3.0) grade average either for the year of their election or for the cumulative total of all their high school work.
3. They must have done superior work in some phase of journalism or school publications work, such as writing, editing, business management or production.
4. They must be recommended by a journalism adviser.
5. They must be approved by the executive director of the Society.

### **Section Three**

The faculty members shall be teachers or advisers of journalistic work.

### **Section Four**

Honorary members may be elected by any local chapter with the approval of the executive director and shall be chosen from men and women actively engaged in some phase of journalistic work who may be deemed worthy of this distinction.

## **ARTICLE SIX — OFFICERS**

*(The Sections in this Article reflect current practice. Official language to be reviewed by Board of Directors in 2018.)*

### **Section One**

The officers of the Society shall be: president, vice president, treasurer, and the executive director. These officers shall comprise the international Board of Trustees.

### **Section Two**

Except for the executive director, officers shall be chosen from and by the Society's Board of Directors. They shall be elected at such a time and in such a manner as the international board deems fit.

### **Section Three**

Any vacancies shall be filled by the international Board of Trustees.

### **Section Four**

The president shall be the chief executive of the Society and shall preside at the meetings of the board. The president shall have the usual powers vested in this office.

### **Section Five**

The vice-president of the international Board of Trustees shall succeed to the position of the president in the event of the incapacity of the president to serve.

### **Section Six**

The executive director shall take care of all correspondence, keep the records of the Society, distribute all the badges of the Society and keep all membership records. The executive director shall also assume charge of the editing and distribution of the publications and media of the Society.

## **ARTICLE SEVEN- CHAPTERS**

### **Section One**

Active chapters of **QUILLAND SCROLL** may be established in any high school where a newspaper, magazine or a yearbook is published, broadcast journalism activities take place and/or website or online journalistic activity occurs. High schools where students gather and write news under supervision for regular town or city newspapers shall be eligible for chapters.

### **Section Two**

Applications for a charter must be made to the executive director of the Society and must be approved by the Board of Trustees.

## **ARTICLE EIGHT — STATE OR DISTRICT MEETINGS**

*(The Sections in this Article reflect current practice. Official language to be reviewed by Board of Directors in 2018.)*

### **Section One**

Upon notification of the executive director, chapters in a school district or a state may meet for the purpose of furthering the society's mission in that particular area.

### **Section Two**

A full report of the action taken at state or district meetings must be made to the executive director.

## **ARTICLE NINE — AMENDMENTS**

### **Section One**

Both the constitution and bylaws of this Society may be amended by a majority vote of the chapters or by a majority vote of the Board of Trustees of Quill and Scroll Corporation.

## **Section Two**

Proposals to amend the constitution or the bylaws may originate with any chapter or with the Board of Trustees of Quill and Scroll Corporation.

## **MEMBERSHIP BYLAWS**

### **Section One**

Each active member at the time of his or her acceptance shall pay a basic membership fee. The Society shall supply each new active member with a regulation pin, a membership certificate and a one-year subscription to *Quill & Scroll* magazine.

### **Section Two**

The entire membership fee must be remitted to the executive director before the initiate's name will be entered in the records as a member of the Society, or before a membership pin is issued to the initiate.

### **Section Three**

The official membership pin of the Society shall not be obtained through any other source than the executive director of the Society.

### **Section Four**

Each chapter may elect officers and may decide upon its chapter activities with the consent of the supervisor. Chapter activities should comply with guidelines, bylaws and policies of the international organization.

### **Section Five**

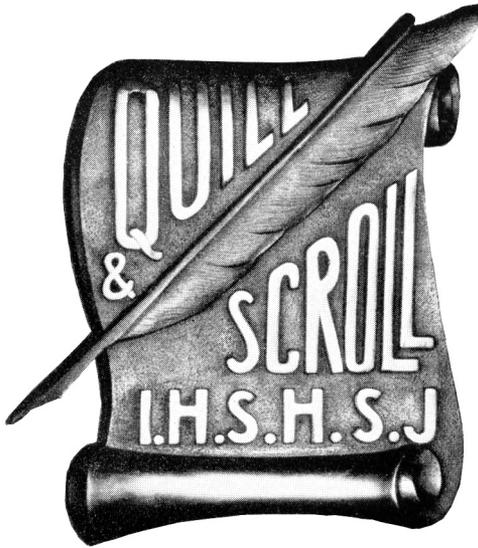
An active member may be expelled from the Society by the journalism adviser for conduct unbecoming a member.

### **Section Six**

The charter of any chapter may be withdrawn for cause by action of the Board of Trustees of Quill and Scroll Corporation.

## CHAPTER BYLAWS

Many chapters prepare their own set of bylaws that conform to the general bylaws and constitution of the Society. The bylaws provide rules for the conduct of the local chapter and cover specific requirements for chapter membership in addition to the Society's regulations. Usually they set forth a number of merit points, achievements, semesters or production outcomes required for a candidate's eligibility. To be sure that their bylaws conform to school regulations, chapters interested in preparing a set of bylaws should consult with the principal or with the student council, which may have a file of club membership rules and regulations.



### *THE OFFICIAL MEMBERSHIP PIN*

Shown above is the official badge of Quill and Scroll membership. This insignia, in the form of a pin, is presented to each candidate for membership at the time of his or her initiation. The initiation fee covers the cost of the pins.

Members may also buy the same insignia in the form of a key, either as a plain key or with the staff position designated on the lower scroll. All membership insignia should be ordered on the Society's official order forms.

# Initiation Ceremonies

Quill and Scroll makes no requirement regarding the initiation of new members. This is left entirely to the local chapter. The initiation services contained in this Chapter Manual are suggested rituals that any chapter may use as printed or may revise to suit its particular situation.

The Board of Trustees believes that a formal program carried out with dignity and meaning will help establish Quill and Scroll on a high level in any school. An impressive ceremony not only gives the individual candidate a sense of the importance of membership but also brings prestige to the organization within the school and the community.

Chapters may conduct initiations several times a year as candidates become eligible. Some chapters conduct initiations at the close of each semester. Others hold only one initiation in the spring as a part of the school's honor assembly program.

The initiation ceremony is not secret and may be conducted before the entire student body or held in connection with an annual publications banquet. Frequently chapter initiation programs are formal evening affairs with school officials, parents, professional journalists and prominent citizens as guests.

Although initiation ceremonies are optional with the local chapter, Quill and Scroll recommends that each chapter adopt some type of initiation that will be impressive, dignified and of lasting value to those who take part in it. Two suggested forms of initiation ceremonies are presented on the following pages. Chapters may select either form, or they may develop their own.

## *Initiation Ritual (1)*

*At the front of the hall where the initiation is to take place will be the adviser, the president of the local chapter, the secretary of the chapter and as many of the following people as space and scheduling will allow: the principal of the high school, the superintendent of schools and other chapter officers.*

**Secretary, President, or Principal.** We are about to conduct an initiation of candidates for membership in Quill and Scroll, the International Honorary Society for High School Journalists. (Give full name of adviser), adviser of the work in journalism at (give full name of high school), will begin the ceremony by outlining the aims and the purpose of Quill and Scroll Society.

**Adviser.** *(The speech of the adviser may include whatever he or she thinks is fitting, with reference to the work in journalism at the high school and to the*

*reasons for placing a chapter there. The speech should end substantially as it is given here.)* Quill and Scroll, the International Honorary Society for High School Journalists, was founded at the University of Iowa, April 10, 1926, by a group of teachers of journalism who wished to recognize and to reward worthy high school journalists.

To become a member of the Society, a student must meet five qualifications: He or she must be of junior or senior classification; he or she must be scholastically in the upper third of his or her high school class; he or she must have done superior work in some phase of high school journalism; he or she must be recommended by the adviser of journalistic work in his or her high school or by the committee governing publications and he or she must be approved as being worthy of membership by the Society's executive director.

Quill and Scroll desires to make membership an honor in recognition of high school journalistic achievement. Today we are receiving ..... *(give number)* candidates from ..... High School into membership in the Society. As I read their names, will they please come forward and take their places facing the rostrum. *(The candidates come forward and take their places facing the adviser with their backs to the assembly.)*

**Adviser.** You have been called here because you have demonstrated your worthiness for membership in Quill and Scroll. The ability that you have displayed in your work promises much for you whether or not you choose to enter the profession of journalism. But talent means little if it is not accompanied by industry.

Membership in Quill and Scroll involves a responsibility which you must not forget - the duty to devote yourself to the welfare of the school, and to any other group or community to which you may later belong. Remember that to be a leader in a real sense, you must acquire a background for judging and interpreting the events of the day.

In but a few years this obligation of leadership will fall to you. Make certain that you are fully prepared and fully qualified to assume responsibility.

**Adviser (or President).** The badge of Quill and Scroll Society with which you are being entrusted is symbolic of the painstaking efforts of the scribes of old to record the events of their time in permanent form. We of today owe the same duty to posterity. Let the Quill represent in your minds the meticulous care which must be put forth to turn thoughts into proper language; let the Scroll represent the permanent quality of good writing.

**Adviser (or President).** It is now necessary for you, before being declared members of Quill and Scroll, and before receiving the Society's badge, to assume an obligation to the Society.

**Adviser (or President).** Do you solemnly pledge in the presence of these people here assembled that you will be true to the ideals of the Society? In whatever field you choose to enter, will you always painstakingly seek the truth? Will you earnestly strive to aid the best interests of the community? Will you be faithful to your superiors and at all times be a reliable worker? Do you pledge to do all in your power to aid in the cause of better journalism? If you assume these responsibilities, answer, “I do.” (*Pause.*)

**Adviser (or President).** By the authority vested in me by the International Executive Director, I hereby declare you members of Quill and Scroll Society, with all the rights, with all the privileges and with all the duties that pertain to membership in this Society. May you ever prove worthy of the faith the Society has shown in you today. I congratulate each of you on receiving this honor. As I call your names you will step forward and receive your badge of membership.

*Initiates may receive their pins and membership cards from the principal, the adviser or the president of the chapter. Each initiate is extended congratulations with a handshake.*

**Presiding Officer.** This completes our initiation ceremony.

## *Initiation Ritual (2)*

*On a table is a single holder containing one large candle. Behind this is a candelabrum holding seven smaller candles. On the table in front of the candelabrum lies one white candle for each candidate to be initiated. Eight people who are to participate in the initiation form a semicircle behind the table, facing the audience, with the leader (or president or adviser) in the center. Candidates are seated facing the table. Battery powered candles can be used as substitutes.*

*The leader steps forward and says:*

**Leader.** We are here tonight to initiate new members into Quill and Scroll, the International Honorary Society for High School Journalists. Quill and Scroll chapters include in their membership students who have excelled in the editorial, literary, business and art departments of their high school publications, and whose scholarship places them in the upper third of their respective classes. Journalism is far reaching in its aims. Its followers carry obligations to society, so tonight I light the candle of TRUTH symbolic of our aims and aspirations for the world in which we live and that finer world of tomorrow toward which we strive. *(Leader lights single large candle which is symbolic of Truth)*

**Leader.** I light the light of TRUTH which signifies sincerity in character, action and speech. It should serve as a guiding light to which all the world may turn. It must be believed in and upheld at all times if justice and liberty are to prevail. Individuals should place Truth and the search for Truth above all other ideals.

It is the duty of Quill and Scroll members to take an active part in the search for Truth by maintaining a high standard for journalistic ethics. Quill and Scroll desires to make membership an honor that will stand everywhere for the highest type of journalistic achievement.

From the light of Truth, Quill and Scroll first took its ideals in 1926 when it was organized by a group of high school advisers. This light has spread to more than 14,300 chapters located in every state of the Union and in more than 45 countries around the world.

From the candle of Truth, then, we will light our tapers of journalistic endeavor.

**SECOND LIGHT** *steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From Truth, I light the candle of LEARNING.

Literature, history, music and the fine arts form a background that enriches life. For the reporter who is interpreting life in the light of modern understanding it is absolutely essential to comprehend those things which have enriched life for people in times past.

***THIRD LIGHT** steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From Truth, I light the candle of LEADERSHIP.

It is necessary that those trained in journalistic work should be leaders themselves. They should, whether reporter, cartoonist, artist or editor, possess the personality to attract followers, to state facts clearly and concisely, to portray truth, to act wisely in times of stress and through it all to lead without dictating - to guide, but not to drive.

***FOURTH LIGHT** steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From Truth, I light the candle of LOYALTY.

Loyalty is the essence of well-placed trust. People can betray their conscience, their friends, their employers and still be considered by the world at large as useful citizens. No one but you yourself can define your loyalty. Be loyal to your publication. Keep the confidence of those for whom you work.

***FIFTH LIGHT** steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From Truth, I light the candle of INITIATIVE.

Without initiative people today would be in a state little better than savagery. The urge to push on; to try new experiments; to create new aims; to rise above the trivial, the sordid, and the common place has been bestowed on society to lead individuals on to greater things.

***SIXTH LIGHT** steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From the candle of Truth, I light the candle of INTEGRITY.

Integrity is to a journalist what honor is to a soldier or probity is to a judge. A free press could not exist without this ingredient in the character of its editors and reporters. No director can assail a journalist's integrity, no venal politician can impugn it. It is inviolate and must be, if democracy is to survive and flourish and aid in freeing all persons from the shackles of ancient evils.

***SEVENTH LIGHT** steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From the candle of Truth, I light the candle of JUDGMENT.

Learning and personal integrity are of little value to us if we lack good judgment. All newspapermen and women must possess sound judgment if their work and ideas are to serve their people and community properly and purposefully.

***EIGHTH LIGHT** steps forward, picks up candle and lights it from Truth. Holds candle while talking. After finishing, places candle in candelabrum.*

From Truth, I light the candle of FRIENDSHIP.

Friendship is the link that binds humanity. But friendship must be fostered by understanding, by sympathy, by some kindred yearning that can withstand distrust and even betrayal. The journalist must be broad-minded enough to respect another's point of view even though it may differ from his or her own.

Perhaps the long dreamed-of world peace may be hastened by the student journalists of today, when tomorrow they assume the duties of leaders and meet their friends who are linked to them by the time honored symbol of the Quill and Scroll.

**Secretary.** Will those who are to be initiated please come forward as your names are called and form a semicircle facing the table?

*Secretary calls the roll. When all have taken their places, the leader gives each a small white taper. The leader then says:*

**Leader.** You who are to be initiated into the fellowship of Quill and Scroll will light your candles from the candle of Truth, then resume your places in the semicircle.

*Initiates step forward one at a time and light their tapers from the candle of Truth, then resume their places in the semicircle.*

**Leader.** You, as candidates, are ready to be welcomed into Quill and Scroll. Each of you has attained scholastic rank in the highest third of your class; each of you has done superior work in some creative field; each of you has been recommended by the adviser of journalistic work in your high school; each of you has been approved by the executive director of the Society.

The badge of Quill and Scroll with which you are to be entrusted is symbolic of

the painstaking efforts of the scribes of old to record the events and thoughts of their time in permanent form. We of today owe the same duty to prosperity. Let the Quill represent in your minds the meticulous care that must be put forth to turn thoughts into proper language; let the Scroll represent the permanent quality of good writing.

And now, as a token of your loyalty to Quill and Scroll, to which I welcome you, will you raise your right hand and repeat after me this pledge:

I do pledge myself  
To do all in my power  
To work for the advancement of my community,  
To be loyal to my superiors,  
To live up to the ideals of true journalism,  
And to be impartial in my interpretation of Truth.

You may extinguish your candles.

It is now my pleasure to welcome each of you to membership in the ..... Chapter of Quill and Scroll. In all of your endeavors, may you always hold high the light of Truth. As the secretary calls your name, please step forward to receive your badge of membership.

*As the names are read, each candidate comes forward to receive his or her pin and membership card from the leader (or adviser), who congratulates each with a handshake.*

This concludes the initiation ceremony.

Initiation ceremonies also may be conducted without the use of candles. Scripts for these ceremonies are available online under the Student Memberships section at [www.quillandscroll.org](http://www.quillandscroll.org) or upon request to the organization headquarters.

## *Board of Trustees*

Of Quill and Scroll Corporation, a nonprofit organization, to administer the affairs of Quill and Scroll Society and Quill and Scroll Foundation:

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## *Honorary Founders*

The Society has the support of America's outstanding journalists and educators. The distinguished editors, authors and statesmen listed below aided in the establishment of Quill and Scroll and their names are inscribed in the archives of the Society as its honorary founders:

Willis J. Abbot, *Christian Science Monitor*  
Henry J. Allen, *Topeka State Journal*  
Karl A. Bickel, *United Press Associations*  
Kent Cooper, *The Associated Press*  
Josephus Daniels, Raleigh (N. C.) *News Observer*  
David Lawrence, *United States News*  
Fremont Older, *San Francisco Call Bulletin*  
Henry Justin Smith, *Chicago Daily News*  
William Allen White, *Emporia Gazette*  
Oswald Garrison Villard, *The Nation*  
Sir Philip Gibbs, author and journalist

# Important Dates

MARK these DEADLINES on your calendar  
for Quill and Scroll contests and activities

More information and forms are available at [www.quillandscroll.org](http://www.quillandscroll.org)

## ***October 10 -- Yearbook Excellence Contest***

Deadline for all entries. Detailed instructions and entry forms are mailed to member schools in August. Information also appears in *Quill & Scroll* magazine. This contest is open to member schools only. Entries must be postmarked no later than Nov. 1 and mailed first class.

## ***February 5 -- Writing, Photography and Multimedia Contest***

Deadline for all entries. Detailed instructions are sent to all schools in January. Information also appears in *Quill & Scroll* magazine. This contest is open to all schools. Entries must be postmarked no later than Feb. 5 and mailed first class.

## ***April 15 -- Lester G. Benz Memorial Scholarship for College Study for Teachers, Advisers***

Deadline for application. Journalism teachers and publication advisers are invited to apply for this scholarship which is intended to reward those experienced teachers and advisers who seek to upgrade their journalism skills, teaching methodologies and advising techniques. Application forms may be obtained by contacting the Quill and Scroll office or visiting the website.

## ***May 10 -- Edward J. Nell Memorial, Richard P. Johns, George and Ophelia Gallup Scholarships***

Deadline for complete application and supporting materials must be postmarked or received in the Quill and Scroll office by May 10 to be eligible for consideration by the Board of Judges. Only Gold Key winners in the Yearbook Excellence Contest or the International Writing, Photography Contest and Quill and Scroll members are eligible to apply during their senior year. More

## ***June 15-- Submission of News Media Evaluation Forms and Entries***

Digital evaluation form and newspapers or news magazines to be evaluated should be received or postmarked no later than this date. Mail your completed entry early to ensure timely processing of the evaluation and return of the completed results by early September.

# QUILL & SCROLL

*It's an Honor*



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**319-335-3457**