

CHAPTER BY-LAWS
of the
The Adirondack Middle School Chapter
of the
National Junior Honor Society (NJHS)
Reviewed and Revised: May 2018 (Revised per General Meeting)

ARTICLE 1: NAME

The name of this chapter shall be the Adirondack Middle School Chapter of the National Junior Honor Society of Adirondack Central School District.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Adirondack Middle School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decision of the chapter resides with the school principal.

Section 4: Non-discrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Leadership, Service, Character, and Citizenship.

Section 2: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the seventh or eighth grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have had a 94.5 grade average at any school.

- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 94.5.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their leadership, service, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting member of the Faculty Council.

Section 2: The selection of active members shall be held once a year during the first month of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically shall be notified and asked to complete and submit the Students Activity Information Form for further consideration.
- c. The Faculty Council shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Students Activity Information Form, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become members when inducted at a special ceremony. For any transferring members, they will recite the oath at the nearest General Meeting.

Section 5: An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Advisor shall grant to the transferring member one marking period to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: NON-SELECTION

Section 1: The Faculty Council is not obligated to share with parents or students information concerning specific students not selected for membership.

Section 2: The principal should listen to complaints by students and/or parents and ask the faculty council to reconvene if it appears that a technical error has been made.

Section 3: Students not selected for membership by the Faculty Council will receive formal notice of this decision; however, no explanation of the decision will be given.

ARTICLE VII: DISCIPLINE AND DISMISSAL

Section 1: Any member who falls below the standards of scholarship, leadership, service, character, or citizenship may be considered for dismissal from the Adirondack Middle School chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership in his or her school community.

Section 2: If a member's cumulative GPA falls below 89.5 he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration for dismissal from the chapter.

Section 3: If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4: Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 5: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6: In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser of Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.

- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Junior Honor Society.

ARTICLE VIII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2: Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3: A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings for this chapter, and serve as the official representation of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official chapter correspondence.

Section 7: The treasurer shall keep the record of chapter expenses and all other financial transactions of the chapter.

Section 8: Any officer who fails to perform the duties of the office to which he or she has been elected may be removed from duty upon recommendation of the adviser.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1: The executive committee shall consist of the faculty adviser and the chapter officers.

Section 2: The executive committee shall establish annual goals for the chapter by November to be approved by the November General Meeting. The executive committee will have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE X: MEETINGS

Section 1: Regular membership meetings of this chapter shall be held monthly.

Section 2: Executive committee meetings of this chapter shall be held monthly.

Section 3: Attendance at meetings is mandatory. If a member cannot attend a meeting he or she must notify the adviser prior to the meeting. After one unexcused absence, the member will receive a verbal warning. After two unexcused absences, the member will receive written warning. An additional unexcused absence may result in dismissal from the honor society.

Section 4: All meetings shall be conducted in accordance with current school board policies.

ARTICLE XI: ACTIVITIES

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in these projects.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4: Each new member shall have the responsibility for completing sixteen hours of individual service that reflects his or her particular talents and interests and as approved by the chapter adviser. Existing members shall have to complete twenty hours of individual service. This is in addition to the chapter projects to which all members contribute.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

ARTICLE XII: EMBLEM

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Junior Honor Society.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE XIII: AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and VI (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2: Bylaws and amendments must be consistent with the constitution of the National Junior Honor Society.

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Approved on _____

Chapter President _____

Chapter President _____

Chapter Secretary _____

Chapter Adviser _____

Principal _____

Leadership, Service, Character, and Citizenship: There is no right to the honor of the membership, only the right to be fairly considered for membership. If a student meets the academic criteria, he/she will be asked to complete a student information form. The purpose of this form is to provide information to the faculty council in the areas of service, leadership, citizenship, and character. Once selected, members must maintain these standards.

The following guidelines help define leadership, service, character, and citizenship:

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Contributes ideas that improve the atmosphere of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

- Is willing to maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, and/or family duties
- Volunteers, dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult tasks
- Cheerfully and enthusiastically renders any requested service to the school
- Does committee and staff work without complaint

- Shows courtesy by assisting visitors, teachers, and students.

Character and Citizenship

The student of character and citizenship:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality and faithfulness both inside and outside the classroom
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and/or showing unwillingness to profit by the mistakes of others

GUIDELINES FOR BEHAVIORS AND CONSEQUENCES

The following behaviors will result in thirty days probation, followed by suspension for the second offense and dismissal for the third offense:

Cheating on homework
Disrespect to a teacher or class/disruptive behavior
Skipping teacher or office detention
Harassment
Vandalism
Foul language/gestures
Dishonesty
Inappropriate apparel

A Review Panel will immediately begin disciplinary action for the following:

Failure to maintain academic average
Failure to complete service requirements
Cheating on essays, tests, quizzes, or major projects
In school suspension/out of school suspension
Tobacco/drug /alcohol /inhalant use or distribution
Truancy
Theft
Other serious acts

Review process for disciplinary actions taken with NJHS Members:

- A. A Review Panel will include the building principal, NJHS adviser, NJHS president, and a designated NJHS officer. Parents/guardians of the student will be invited to meet with the panel. The NJHS member to be discussed may or may not be present as deemed appropriate by the review panel.
- B. The review panel will be convened at the discretion of the principal, the NJHS adviser, or the student.

The panel will meet as soon as possible to conduct the following tasks:

1. Review the charges and subsequent disciplinary action taken by the school administration.
2. Review the appropriate follow-up action to be taken in accordance with NJHS guidelines and procedures.
3. Reach a decision by consensus as to the recommended action.
4. Share the resolution of the review panel with the NJHS student and his/her parents/guardians. Explain the immediate action and the consequences of any further offenses.
5. Answer questions of the NJHS member or his/her parents/guardians concerning the action taken by the review panel.
6. File a report concerning the action taken and provide copies to the building principal, NJHS adviser, and the student's parent/guardian.

A student who is dismissed or who resigns is not eligible for reinstatement as a NJHS member.

CHAPTER OFFICERS

Descriptions of duties are as follows:

The President

1. With adviser, prepare meeting agendas.
2. Presides at all meetings.
3. Conducts meeting according to Robert's Rules of Order.
4. Acts as general spokesperson for the club.
5. Appoints chairpersons.
6. Serves on all committees in an advisory capacity.

The Vice President

1. Assumes the duties of the president in his/her absence.
2. Performs all duties assigned by the president.

3. Serves on the review panel.

The Secretary

1. Notifies members of meetings.
2. Keeps a written record of all meetings.
3. Submits minutes from previous meeting for approval at each meeting.
4. Takes attendance at all meetings and activities.
5. Dispatches all correspondence as directed by the president or adviser (signed "on behalf of).
6. Develops an Honor Society directory with the phone numbers and addresses of all members.
7. Organizes a "phone tree."

The Treasurer

1. Collects, records and deposits all funds raised by members.
2. Keeps a written ledger of all financial transactions.
3. Gives a treasury report at each meeting.
4. Assumes the duties of the secretary in his/her absence

ACKNOWLEDGMENT

National Junior Honor Society By-laws

We acknowledge that we have received and reviewed a copy of the National Junior Honor Society By-laws and understand that students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in the by-laws.

Print name of student: _____

Signature of student: _____

Date: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

Please sign, detach, and return to:

Mrs. Tina Myers
National Junior Honor Society Advisors
Room H214
Adirondack Middle School