

Chester Academy National Junior Honor Society

Bylaws (as June 2016)

While reading this document it is important to know that NJHS means National Junior Honor Society, the Chester Chapter of the National Junior Honor Society, and member or member's means those selected to be involved in this organization.

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Junior Honor Society of Chester Academy (NJHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of Chester Academy.

Section 3. NJHS is a program of NASSP (the National Association of Secondary School Principals, 1904 Association Drive, Reston, VA 20191-1537, a 501 (c)(3) not-for-profit association.

ARTICLE II. THE CHAPTER ADVISER

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council, serving as a facilitator of discussions, keeping the council focused on relevant data used to review each case.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE III: THE PRINCIPAL

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

**Amendment to Section 3: the adviser that the principal chooses will appoint the faculty council.*

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Section 5. The principal cannot serve as chapter adviser and is not a member of the voting Faculty Council.

Section 6. The principal cannot attend the Faculty Council meetings but entrusts the adviser and members of the Faculty Council with the authority over selection and dismissal.

ARTICLE IV: THE FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the chapter adviser. The chapter adviser shall be a non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NJHS policies.

ARTICLE V: MEMBERSHIP

Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 5. Membership is limited to members of the eighth grade class.

Section 6. Members are expected to have a positive attitude and have a respectful relationship with all members of the school staff, the principals, and NJHS adviser, and school peers.

Section 7. Members are expected to be supportive of school activities including but are not limited to athletic events, concerts and performances, pep-rallies, and other special events.

ARTICLE VI: SELECTION OF MEMBERS

Section 1. Upon meeting the GPA standards, candidates shall then be considered based on their service, leadership, citizenship, and character. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all five criteria of scholarship, leadership, service, character, and citizenship.

Scholarship:

The scholarship requirement is a 89.5 GPA or higher (on a 0 to 100) based on a student's cumulative grade point average for both 6th and 7th grade.

Leadership:

The number of offices a student has held in school or community organizations, also including effective participation in other co-curricular activities.

The student who exercises leadership:

- ☐ Exercises positive influence on peers in upholding school ideals.
- ☐ Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- ☐ Is a leader in the classroom, at work, or in other school or community actions.

- ☐ Is thoroughly dependable in any responsibility accepted.

Some examples of leadership are: elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader.

Service:

Actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

Service contributions can be individual or group service projects done either in or out of school. Service activities do not include activities completed for immediate family members. Community service of a minimum of 10 hours must be met (6th and 7th grade).

The student who serves:

- ☐ Volunteers and provides 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 or inconspicuous responsibilities.
- ☐ Is willing to represent the class or school in inter-class and interscholastic competition.
- ☐ Shows courtesy by assisting visitors, teachers, and students.

Character:

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In addition, it can also be said that the student of character:

- ☐ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- ☐ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ☐ Demonstrates the highest standards of honesty and reliability.
- ☐ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in every regard, and showing unwillingness to profit by the mistakes of others.

Citizenship:

The student who demonstrates citizenship:

- ☐ Understands the importance of civic involvement.
- ☐ Has a high regard for freedom, justice; respects the US form of government; and respects the law for all citizens at the local, state, and federal levels.
- ☐ Demonstrates mature participation and responsibility through such activities as scouting, community organizations, and school clubs.

Section 2. To be eligible for membership the candidate must be a member of the 8th grade. Applications will be given in September at the start of the candidate's 8th grade year.

Section 3. Candidates must have a cumulative scholarship average of at least a 89.5 (on a 0 to 100 scale). Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. If any incidents of disrespect towards a teacher and/or peer are brought up or disciplinary write-ups, this is sufficient enough for students to be disqualified. The advisor must bring any discipline records to the meeting with the Faculty Council. If a student's character is in question, but the Faculty Council asks that the student is met with and given a "warning" the student can be accepted. The Faculty Council will discuss whether a student adds or detracts from the positive tone of the school environment.

Section 4. Candidates will fill out an application which will be reviewed by the Faculty Council, along with any other verifiable information about each candidate and his or her activities which define the candidate's leadership, service, and character.

Section 5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 7. The National Council and the NASSP shall not review the judgement of the Faculty Council regarding selection or individual members to local chapters.

Section 8. Those students selected are to be notified promptly and personally by the chapter advisor or printed letters.

Section 9. Chapter by-laws, including the selection process shall be available to the public online at the Chester Union Free School District website.

ARTICLE VII: NON SELECTION OF MEMBERS

Section 1. In cases of non-selection, special efforts should be made to explain the selection process to those students who are unhappy about the results of the selection process.

Section 2. Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society.

Section 3. Students or parents still not satisfied, may take their discussion to the principal.

Section 4. The principal may hear appeals and overturn decisions only in cases of technical or procedural mistake. The professional and objective manner of the Faculty Council decision is otherwise final.

Section 5. The NASSP have no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters

ARTICLE VIII: DISCIPLINE & DISMISSAL

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Chester Academy chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below 89.5, he/she she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that can include dismissal from the chapter.

Section 3. Failure to maintain membership standards, which include but are not limited to meeting academic standing, attendance requirements, timely completion and submission of service hours, and participation in mandatory activities, will result in probation of the member for a five week period. Any member receiving two or more detentions during membership

period may be placed on probation. Any member placed in ISS or OSS can be placed on probation. At the end of the five weeks, the faculty committee will be contacted to review the status of a student before probation is lifted.

Section 4: A member is only allowed to be on probation one time. During the probationary period, if the member does not meet these standards, he/she will be subject to dismissal.

Section 5. Violation of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to stealing, cheating, or truancy.

Section 6. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, promoting fights, gossip and or bullying, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed. Severe offences may result in immediate dismissal, according to the due process guidelines.

Section 7. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 8. In all cases pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/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 (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. 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.
- e. A member who is dismissed or resigns, may never again be considered for membership in the National Junior Honor Society.

Amendment

- ***If after the student's 8th grade year begins and if they are written up and meet with the principal, the principal can request that the Faculty Council meets to determine whether or not this member should remain in NJHS. The faculty council can meet and vote on removing the student, giving them a verbal and written warning, or probation.***
- ***The building principal reserves the right to refer any member or candidate to the Faculty Council for a review of their membership eligibility. A good example of the need for this is if the principal becomes aware of a student's involvement in an ongoing criminal matter which has not yet been resolved in the courts.***
- ***Missing three consecutive NJHS meetings constitutes removal from NJHS.***

ARTICLE IX: CHAPTER OFFICERS

Section 1. The officers of the chapter include, president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected within the first month after the induction ceremony.

All members are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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. President - Preside at the meetings, take care of chapter business, and serve as the official representative of the chapter at school and community functions.

Section 5. Vice President - Preside in the absence of the president, organize service activities.

Section 6. Secretary - Keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. Treasurer - Manages financial transactions of the chapter.

Section 8. If an officer is unable to continue in the position in which he or she was elected to, either through removal, relocation, or lack of performance a special election of all active members be held to fill the vacated position.

Section 8. All voting for officers will be completed utilizing paper ballot and counted by the adviser and at least 2 current officers who will serve as witness to the accuracy of the count.

ARTICLE X: MEETINGS

Section 1. Meetings will be held minimally once a month during the school year.

Section 2. Special meetings approved by the executive committee may be called by the Chapter president or Chapter adviser.

Section 3. All members are expected to attend meetings with attendance taken by the secretary. Failure to attend two consecutive meetings will result in a warning; students absent for three consecutive meetings are eligible for dismissal from Chester Academy National Junior Honor

ARTICLE XI: ACTIVITIES

Section 1. Each member must regularly participate activities, including fundraising, collection drives, and designated community projects. .

Section 2. Each member shall be responsible for completing a minimum of 5 hours of community service per semester. Hours are to be documented on the appropriate form and turned in to the Chapter adviser by the end of the semester. Failure to complete the community service hours, failure to complete form or turn it in on time may result in probation or dismissal.

ARTICLE XII: PROVISIONS FOR AMENDING THE BY-LAWS

Section 1. The entire chapter, Adviser and administration will approve any changes before they become the law of the organization.

Section 2. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote.

Section 3. By-laws and amendments must be consistent with the Constitution of the National Junior Honor Society.

ARTICLE XIII: 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.

Section 3. Chapter members who are in good standing shall be granted the privilege of wearing the NJHS pin at 8th grade moving up ceremony along with receiving the emblem on their certificate.