

**LCISD Jr. High School
NATIONAL JUNIOR HONOR SOCIETY
BYLAWS**

ARTICLE I: NAME AND PURPOSE

Section 1: The name of this chapter shall be the name of the appropriate junior high school, which appears on the charter granted by the National Council of the National Junior Honor Society, duly signed by the National Council.

Section 2: The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate the desire to render service, to promote worthy leadership and to encourage the development of character in students at the Junior High School level.

ARTICLE II: MEMBERSHIP

Section 1: Membership in the chapter shall be known as active or honorary. Honorary members have no voice or vote in chapter affairs.

Section 2: Membership in this chapter is an honor and a responsibility bestowed on members by the faculty, and shall be based on the criteria of scholarship, service, leadership and character.

Section 3: Eligibility

- a. Junior High School Seventh graders are eligible to become members each spring.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at the Junior School in which they are being selected. If the student fails to meet this attendance requirement, it is at the discretion of the principal and/or advisor to seek a recommendation from the student's previous principal, counselor, or chapter advisor. Based on this recommendation, the Faculty Council may waive the semester requirement.
- c. Students must have a cumulative scholastic GPA average of 90 or higher in their core classes. The core classes are defined as any Math, Science, Social Studies, English, and/or Reading class or the Reading equivalent course for GT students). This GPA cannot be based upon grade modifications and is evaluated prior to rounding. This scholastic level of achievement shall remain fixed, and is the required minimum level of scholastic achievement for admission to candidacy. All students who can rise to or above this standard will be invited as a candidate for possible selection to the organization.
- d. Having met the scholarship criteria, the candidates shall be considered based on the pillars of the organization; character, citizenship, leadership and service.

ARTICLE III: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2: Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine their scholarship, academic eligibility.
- b. Students who are academically eligible ("candidates") shall be notified in writing and asked to complete and submit the Student Activity form outlining their leadership roles, character and their participation in the area of service to their community and school.
- c. The student must submit all candidate evaluation forms to be completed by the campus faculty. These forms must be signed by the teacher and cannot be done anonymously. Any forms not signed by a faculty member shall not be used in the selection process.
- d. The Faculty Council evaluates the candidates in the areas of leadership, service, and character. Any documentation of violations to the Student Code of Conduct can be used by the Faculty Council in consideration of the candidate for membership. The Faculty Council makes the final selection for membership using the Student Activity form, the faculty/administration evaluation forms and other relevant information pertaining to the candidate.

Section 3: The selection of new active members shall be held once a year during the second semester of the school year. (Alternative or additional selection periods may be added with approval of the Faculty Council.)

Section 4: Candidates become members when inducted at a special ceremony.

Section 5: Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6: An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser. This letter can be used to show membership status when they enroll at their new school.

Section 7: An active member of the National Junior Honor Society who transfers to this school will be accepted in this chapter after the chapter adviser has verified the student's status at his or her previous school. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements of this chapter and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

ARTICLE IV: OBLIGATIONS OF MEMBERSHIP

Section 1: Members are expected to continue to demonstrate the qualities of scholarship, leadership, service, and character by which they were selected while on-campus and off-campus.

Section 2: Members are expected to respect school rules and civil law at all times and in all settings. This includes on-campus as well as off-campus.

Section 3: Students are expected to participate in at least 10 hours of individual service to the community each semester. This can be done all at once or broken up into various activities.

Documentation of service must be turned in to the chapter adviser and should have supervisor contact information for the adviser to use to verify the service time. Both the member and an adult or faculty member who witnessed the service must sign the form.

Section 4: Members are expected to attend all of the scheduled meetings. Officers will be expected to attend the general meetings as well as the scheduled officer meetings. If the member is unable to attend, it is his/her responsibility to notify the adviser of the reason, prior to the scheduled meeting.

Section 6: Members are expected to pay yearly dues of \$15 by the second meeting of the year. Members who cannot meet this financial requirement should arrange a meeting with the chapter adviser to discuss his or her situation.

ARTICLE V: DISCIPLINE AND DISMISSAL

Section 1: Any member who falls below the standards by which they were selected, shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. A member may be placed on probation or considered for dismissal from this chapter if a violation of the standards occurs, except in the case of flagrant violation of school rules or the law. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 2: If a member's cumulative GPA falls below the required 90 standard in effect when he or she was selected, he or she will be given a written warning and a period of one six weeks to meet the requirement. If the cumulative GPA remains below the standard at the end of the warning period, the student will be referred to the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3: If a member violates the Student Code of Conduct, the Faculty Adviser will meet with the member to discuss the incident and may be referred to Faculty Council for disciplinary action which may include consideration for dismissal.

Section 4: If a member violates civil law (criminal behavior), he or she will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 5: If a member fails to perform any of the 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 grace period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 6: In all cases of pending dismissal, a member will have the right to a hearing before the Faculty Council. ***This hearing is required and is considered "due process" for all members.***

- a. The member and his/her parents will be notified of the pending dismissal by letter and phone call from the advisory providing the reason for possible dismissal from the chapter. The member and advisor will discuss the written notification in a conference and a recommendation made to the Advisory Council.
- b. If a recommendation has been made to dismiss the member, the individual and parents of the member will be provided a hearing/due process and allowed an opportunity to meet with the Faculty Council. The member and parent will hear the reasons for the recommendation for dismissal and be able to provide additional materials to substantiate the student's continued membership in the organization. The Faculty Council must approve the recommendation for dismissal by a majority vote of its members. After the hearing, if the Faculty Council votes to dismiss the member, the school Principal will be notified of the Faculty Council's decision. The NJHS Advisor will notify member and his/her parents of the Faculty Council's decision and provided with information for an appeal process.
- c. A member who has been dismissed may appeal the decision of the Faculty Council to the principal. Should the campus Principal uphold the recommendation for dismissal, the member

may appeal the decision to the District's Executive Director for Secondary Education. That appeal decision will be final.

- d. 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.

Section 7: In lieu of dismissal, the Faculty Council may impose probationary sanctions upon a member as deemed appropriate.

ARTICLE VI: OFFICERS

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

Section 2: In the case of the first induction class, the election of officers shall take place at the second meeting. All active members are eligible to vote. A discussion over expectations will be held at the first meeting. Members nominated for officer positions will be made at the second meeting. Members will be allowed to make a short speech (1-2 minutes) and then voting will be cast by ballot. A majority vote is needed to elect any officer. Ballots will be counted by the chapter advisor.

Section 3: After the first induction class, student officers shall be elected at the second to last meeting of the school year. All returning active members in good standing (not on a warning period) are eligible to run for a position as an officer. All active members are eligible to vote.

Section 4: 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. The votes shall be counted by the out-going officers and the adviser.

Section 5: The following are descriptions of each of the officer positions:

a. Duties of the President

1. To be the effective, responsible leader of the organization, committed to maintaining the aims and purposes of the organization—leadership, service, character, citizenship, and scholarship.
2. Works with the other officers and faculty advisors to help plan the program of the organization.
3. Meets with the other officers and faculty advisors prior to the meetings to prepare the agenda.
4. Conducts all meetings according to parliamentary procedures.
5. Begins and ends meetings on time.
6. Maintains discussion of relevant items on the agenda.
7. Calls on committee chairs to give reports on specific functions or activities.
8. Clarifies discussion on activities and projects and makes sure plans are carried out.
9. Calls on the other officers for input as the discussion relates to their area of specific responsibilities.
10. Attends all scheduled meetings.

11. Delegates responsibilities to appropriate officers and committees.
12. Encourages participation of all members and visitors.

a. Duties of the Vice-President

1. Serve as the “right arm” to the president and as the organizer and coordinator of all committee and project work.
2. Works with the other officers and the faculty advisors to help plan the program of the organization.
3. Meets with the other officers and faculty advisors
4. Greets and welcomes all visitors.
5. Keeps a notebook which organizes all committee reports and reports of activities.
6. Takes the president’s place at meetings if the president is absent. Works closely with the president.
7. Carries out any tasks delegated by the president.
8. Attends as many committee meetings as possible and helps them with planning and carrying out their functions.
9. Arranges the physical setting of the meeting room.

c. Duties of the Secretary

1. Keeps an accurate, legible record of the decisions and activities of the organization.
2. Works cooperatively with the vice-president to make sure the following are at each meeting: meeting minutes, officer notebooks, master calendar, records, correspondence, committee and individual assignments, roster, and attendance records.
3. Takes attendance quickly by use of sign-in sheets and keeps permanent records.
4. Has available minutes of all previous meetings for the year, and reads them upon request.
5. Records the actual wording of each motion, who made the motion, and the voting results.
6. Meets with the other officers and faculty advisors prior to the meetings.
7. Writes letters of request, praise, regret or apology; thank you notes, invitations, congratulations, etc.
8. Keeps a record of minutes, committee reports, bulletins, correspondence, etc

e. Duties of the Treasurer

1. Manages and records the financial affairs of the organization.
2. Maintains on paper in a notebook an accurate financial record of all expenditures and income...mental notes are not acceptable.
3. Works with the adviser in maintaining a knowledge of the financial records of the institution.

4. Meet with the other officers and faculty adviser prior to the scheduled meetings.
5. Treasurer must become aware of any financial aspects of any proposed projects.
6. Present financial status reports at the meetings when called upon.
7. Work closely with the faculty adviser and the president on all money matters.
8. Make recommendations for approval or disapproval of a financial activity while being discussed.
9. Work with the adviser on filling out forms for money making projects. These must be approved by the principal ahead of time.

f. Duties of the Historian

1. Take pictures at the meetings, activities, service projects, induction, etc.
2. Serve as the chairperson of the Scrapbook Committee.
3. Hold meetings with your committee to design the yearly scrapbook and to put the scrapbook together.
4. Turn in scrapbook to the faculty advisers prior to second semester exams or the last meeting of the year.
5. If you are unable to attend a function, have someone from on your committee there to take pictures.
6. Turn in all receipts for film, development, and scrapbook material to the treasurer.
7. Meet with the other officers and the faculty advisors prior to the meetings.
8. Make sure the scrapbook is creative, includes photographs, notes and letters, newspaper articles, service projects, and fund-raising projects. Include a summary of events and label all pictures.

g. Duties of Parliamentarian

1. Make sure that the meetings follow the rules outlined in Robert's Rules of Order.
2. Meet with the other officers and faculty advisers prior to meetings.
3. Teach Robert's Rules of Order to the members. (You will receive a simplified version from the advisers and are to hand these out at one of the first meetings. With the help of the other officers discuss these rules and illustrate how they are used.)
4. Help maintain order during meetings – with the permission of a faculty adviser, you may expel a member from the meeting if that member is being disruptive.
5. Answer any questions regarding proper procedures.
6. Make sure the officers are following Robert's Rules of Order - make helpful suggestions/corrections when necessary.

Section 6: Officers will also be given an alphabetical breakdown of the chapter members. They will be responsible for assisting the chapter advisor in verifying individual service projects, as well as contact members about upcoming meetings and events.

ARTICLE VII: MEETINGS

Section 1: Dates and times of meetings shall be decided by the Chapter Adviser and Faculty Council during the summer planning session, using the school's activity calendar as an aid to avoid potential conflict. The dates and times will then be presented to the school principal for approval.

Section 2: The chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: As mentioned previously in Article IV, Section 4, members are expected to attend all of the meetings.

ARTICLE IX: 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 III and V (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.