

*Hopewell Junior School*

*National Junior Honor Society*

## Chapter Bylaws

Revised Spring 2012

## **Article I: Name and Purpose**

Section 1. The name of this chapter shall be the Hopewell Junior School National Junior Honor Society.

Section 2. 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 citizenship in students of Hopewell Junior School.

## **Article II: Membership Criteria**

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and citizenship.

Section 3. Eligibility:

- a. Candidates eligible for election to this chapter must be members of the eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one quarter at Hopewell Junior School. Candidates ineligible due to the quarter ruling that would like to be given the opportunity to apply may do so by submitting such request in writing to the chapter advisor(s). The present school principal shall seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council shall waive the quarter regulation. This student would still need to meet the scholarship and citizenship/conduct standards set by the Hopewell Junior School National Junior Honor Society and submit a completed application to the chapter advisor(s).
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 for all four quarters of seventh grade and first quarter of eighth grade. No individual quarter from seventh or eighth grade may have below a 3.0 grade point average. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. Candidates shall have no record of truancy. Candidates shall have a total of two or fewer of the following office consequences: office detentions, removals from the bus, or Saturday school assignments. Candidates shall have zero removals from school for any reason for all four quarters of seventh grade and first quarter of eighth grade.
- d. Upon meeting these above-mentioned standards, candidates shall then be considered based on their service, extra-curricular, and leadership experiences detailed in their application.

Section 4. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, National Junior Honor Society advisors, 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.

### **Article III: Selection of Members**

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter advisor(s) shall be an ex-officio, non-voting member(s) of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. The members of the Faculty Council shall remain anonymous.

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

- a. Students' academic, attendance, and discipline records shall be reviewed to determine eligibility.
- b. Students who are eligible ("candidates") shall be notified via mail and invited to attend a meeting during school hours to learn more about the Hopewell Junior School National Junior Honor Society. At this meeting, they will receive and be invited to complete and submit the Hopewell Junior School National Junior Honor Society application packet for further consideration for selection.
- c. The Hopewell Junior School Faculty shall have the opportunity to review the candidates determined to be eligible. A list of students seeking membership to the Hopewell Junior School National Junior Honor Society will be given to teachers. If a teacher wishes to submit a comment about any student on this list, he/she may submit a response in writing.
- d. The Faculty Council shall review the submitted application packets and faculty responses in order to determine membership. The applications and faculty responses will have all means of personal identification removed, thus making the applications anonymous to the Faculty Council.
- e. The school principal will review the faculty council's recommendations prior to the public announcement of selected members.

Section 3. The selection of new, active members shall be held once a year during the second quarter of the school year.

Section 4. Once selected, candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating membership requirements, and, thereafter, this member must maintain those requirements for the new chapter in order to retain 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 Faculty Council shall grant to the transferring member one semester to attain the membership requirements, and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Section 7. A description of the selection procedure shall be published on the Hopewell Junior School website. This description shall also be attached to all Hopewell Junior School National Junior Honor Society applications. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Junior Honor Society.

### **Article IV: Dismissal**

Section 1. Members who fall below the standards that were the basis for their selection or members who fall below the membership obligations may be dismissed from the

Hopewell Junior School 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. Members who fall below the standards that were the basis for their selection or members who fall below the membership obligations shall be promptly warned in writing and/or in person by the chapter advisor(s). Members will be given a three week probationary period to correct the deficiency.

Section 3. If, during the probationary period, a member does not correct the deficiency that caused them to be put on probation, they may be dismissed from the Hopewell Junior School National Junior Honor Society. If, while on probation, this member becomes deficient in any other citizenship/conduct and/or scholarship standard or they fail to meet the before mentioned membership obligations, they may be dismissed from the Hopewell Junior School National Junior Honor Society.

Section 4. In cases of pending dismissal:

- a. The member may receive written notification indicating the reason for recommendation of dismissal from the chapter advisor(s). The member and advisor(s) may discuss the notification in a conference.
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the assistant principal and/or chapter advisor(s) prior to the decision on dismissal. The member must schedule this hearing within one school week from when the member receives written notification of the recommendation for dismissal. The school administration and/or the chapter advisor(s) will then decide on whether to dismiss. If the member chooses not to schedule a hearing, a letter will be sent to the student and parents indicating the dismissal.
- c. If a hearing is scheduled, the results of the hearing will be expressed in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor(s).
- d. The dismissal may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Junior Honor Society.

Section 5. Violation of the law and/or violation of the Lakota Code of Conduct can result in automatic dismissal of a member. In such cases, a member may or may not be given a probationary period to correct the deficiency; they can be automatically recommended for dismissal. These violations include, but are not limited to, stealing, destruction of property, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 6. In lieu of dismissal, the school administration, National Junior Honor Society advisor(s), and/or the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 7. A written description of the dismissal procedure shall be available to interested parties.

## **Article V: Chapter Officers**

Section 1. The officers of the chapter shall be president and vice president.

Section 2. Student officers shall be elected at the second official meeting of each school year. All 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 vote shall be necessary to elect any officer of this chapter. The candidate receiving the highest number of votes will be elected.

Section 4. It shall be the duty of the president to preside at the meetings for this chapter. The president shall also be responsible for developing an agenda for each meeting. This agenda shall be created with the assistance of the chapter advisor(s).

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.

#### **Article VI: Executive Committee**

Section 1. The executive committee shall consist of the officers of the chapter and the chapter advisor(s).

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings and make recommendations to the chapter.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section 4. Any action by the executive committee is subject to the review of the chapter members.

#### **Article VII: Meetings**

Section 1. The Hopewell Junior School National Junior Honor Society shall meet on the third Thursday of each month that school is in session.

Section 2. The schedule of meetings will be given to members at the induction ceremony. It will also be mailed home with the congratulatory letters.

Section 3. All members are expected to attend all regularly scheduled chapter meetings. Members unable to attend a meeting shall submit their reason in writing to the chapter advisor(s) at least one day prior to the meeting. Members that fail to submit their reason in writing at least one day prior to the meeting will be placed on probation. Failure to submit their reason in writing at least one day prior to a meeting an additional time, may result in the member being placed on probation or being dismissed from the Hopewell Junior School National Junior Honor Society.

Section 4. Students that have an excused absence the day of a meeting will be excused from the meeting. If students have an unexcused absence the day of a meeting, Section 3 will apply.

Section 5. The chapter president or other designated student leader may call special meetings approved by the executive committee.

#### **Article VIII: Activities**

Section 1. The Hopewell Junior School National Junior Honor Society shall determine one or more individual and group service projects for the year.

Section 2. 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

- Be well planned, organized, and executed

Section 3. All members shall regularly participate in these activities. Members unable to attend a Hopewell Junior School National Junior Honor Society sponsored activity shall submit their reason in writing to the chapter advisor(s) at least one week prior to the activity. Members that fail to submit their reason in writing at least one week prior to the activity will be required to participate in an individual service project demanding an equal amount of the student's time. This project must have advisor(s) approval prior to beginning the activity. This is in addition to the project described in Section 5.

Section 4. If a project occurs on a school day, students that have an excused absence that day will be excused from the project. If students have an unexcused absence the day of a project, Section 3 will apply.

Section 5. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. These individual projects must be described in writing to the chapter advisor(s) and be approved by the chapter advisor(s) prior to beginning the activity. Successful completion of the project and a written reflection essay will indicate completion. Completion before the end of the school year will be necessary for the member to remain in good standing within the chapter.

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

#### **Article XI: Emblem**

Section 1. Each active member or honorary member in good standing with the Hopewell Junior School National Junior Honor Society shall be entitled to wear the official emblem of the National Junior Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from this chapter shall return the emblem to the chapter advisor(s).

#### **Article XII: Membership Obligations**

Section 1 – Members will be required to pay yearly dues. The amount of dues will not exceed \$10.00 per year. For those members demonstrating financial need, monetary assistance will be available. Dues will be payable to the chapter advisor(s) within 30 days of induction.

Section 2 – Members are required to attend monthly meetings. A yearly schedule of meetings will be given to members at their induction ceremony. This schedule will also be sent home with their acceptance letter. If for some reason, a member cannot attend a meeting, he/she must submit their reason in writing to the chapter advisor(s) at least one day prior to the meeting.

Section 3 – Members are required to participate in all Hopewell Junior School National Junior Honor Society sponsored activities. If for some reason, a member cannot attend an activity, he/she must submit their reason in writing to the chapter advisor(s) at least one week prior to the activity.

Section 4 – Members are required to maintain the scholarship and citizenship/conduct standards that made them eligible for application. Failure to do so will result in the member being placed on probation. See Article IV for further clarification.

Section 5 –Members will sign a contract prior to being inducted indicating their agreement with the before mentioned membership obligations.

**Article XIII: Powers**

Section 1. The chapter advisor(s) are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3. These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

**Article IX: Amendments**

Section 1. These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendments has been given to members at least one month prior to the vote. The exceptions are Articles III and IV, which are developed by the chapter advisor(s) with the approval of the principal.

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

**DATE:**

**SIGNATURES:**

\_\_\_\_\_

Chapter President

\_\_\_\_\_

Chapter Vice President

\_\_\_\_\_

Advisor(s)

\_\_\_\_\_

Building Administrator

The Hopewell Junior School National Honor Society bylaws amplify sections of the Constitution of the National Junior Honor Society. Visit [www.njhs.us](http://www.njhs.us) to view the complete Constitution of the National Junior Honor Society.