

Chesapeake Chapter National Junior Honor Society Bylaws

Article I: Name

Section 1. The name of this organization shall be the Chesapeake Chapter of the National Junior Honor Society. The National Constitution shall serve as the general guideline for all chapter functions, and these bylaws shall amplify sections of the National Constitution and clarify the operating procedures of the chapter. The National Junior Honor Society Handbook shall be consulted when issues arise that are not covered by the National Constitution or the Chesapeake NJHS Bylaws.

Article II: Purpose

Section 1. The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, encourage citizenship and to develop character in the students of Easton Middle School.

Article III: Role of the Principal, Chapter Advisor(s), Faculty Council, and Executive Committee

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. Council members must be certified members of the Easton Middle School staff and may NOT include administrators. The chapter adviser is to serve as a 6th, non-voting member.

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

Section 5. In addition to the above responsibilities listed under Article V of the National Constitution, the Principal shall 1) assist the Chapter Advisor in the identification of students who are scholastically eligible for application prior to the application period designated by the Chapter Advisor; 2) hear all appeals from students who are non-selected and reconvene the Faculty Council if a procedural or technical error has been made; 3) communicate to the Chapter Advisor any issues concerning National Junior Honor Society brought to his/her attention by members of the community that would directly impact the selection or dismissal of a student. Under no circumstance is the Principal to serve as a member or even an observer of the Faculty Council's deliberations pertaining to the selection or dismissal of a student.

Section 6. 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 7. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

- Section 8. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Section 9. The chapter adviser shall help the chapter officers understand and carry out their duties.
- Section 10. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.
- Section 11. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.
- Section 12. In addition to the above responsibilities listed under Article VI of the National Constitution, the Advisor(s) shall 1) review each member for compliance with society standards and obligations within one week of the end of each semester; 2) approve all chapter activities and provide the Principal with a written record of chapter activities; 3) read and develop a familiarity with the Constitution of the National Junior Honor Society and the Easton Middle School bylaws; 4) attend all meetings and functions, including those of the Faculty Council; 5) hand applications and by-laws to scholastically eligible students prior to the beginning of the designated application period; 6) collect all applications from interested students by the end of the application period; 7) involve Chapter members in the development and review of selection and dismissal procedures and guidelines; 8) ensure that the Faculty Council follows national and local guidelines for procedure; 9) facilitate discussions of the Faculty Council in order to maintain objectivity and professionalism during the review of each case; 10) serve as an advocate for each student whose name or case is brought before the Faculty Council by assuring that the Council considers only relevant and valid information in a fair and consistent manner; 11) seek information from faculty who give students a below average rating; 12) notify applicants by mail of selection/non-selection; 13) hold an induction ceremony within one (1) month of the end of quarter 2; and 14) provide written documentation to the Principal if the Faculty Council violates the National Constitution or the Chesapeake Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.
- Section13. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
- Section14. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- Section15. 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.
- Section16. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.
- Section17. In addition to the above responsibilities listed under Article VII of the National Constitution, the Faculty Council shall 1) read and develop a familiarity with the Constitution of the National Junior Honor Society and the Chesapeake Bylaws prior to meeting to conduct council business; 2) follow all stated guidelines and procedures

in all aspects of the chapter's activity; 3) consult with the Chapter Advisor concerning questions of policy and/or procedure and refer all questions from parents concerning the National Junior Honor Society to the Chapter Advisor; 4) review student applications and meet with the Chapter Advisor to select new members; 5) maintain objectivity and professionalism during the review of each case; 6) examine each individual case as a group in such manner as to allow every member to evaluate and comment on every case; 7) provide written documentation to the Principal if the Chapter Advisor violates the National Constitution or the Chesapeake Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Section18. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section19. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section20. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section21. In addition to the above responsibilities listed under Article XII of the National Constitution, the Executive Committee shall determine the dues structure and make recommendations concerning the bylaws, time and place of meetings, meeting agendas, special projects, member obligations, and nominating procedures for the National Junior Honor Society Scholarship Awards Program.

Article IV: Membership

Section 1. Membership in the Chesapeake Chapter of the National Junior Honor Society is an honor bestowed upon a student. Membership is not a right or an elective position, but rather a privilege enjoyed by those students who demonstrate outstanding scholarship, character, leadership, citizenship, and service. Membership is not automatically conveyed simply because a student achieves a 85% GPA or submits a NJHS Application Form. Once selected, members have the responsibility to continue to demonstrate and document these qualities.

Section 2. Annual dues set by the Executive Committee and approved by the membership. Dues may not exceed \$10.00. Membership shall not be denied due to a member's inability to pay.

Section 3. Membership shall be known as active and honorary.

Section 4. 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 5. Candidates become members when inducted at a special ceremony.

Section 6. An NJHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article V: Selection/Dismissal of Members

Section 1. To be eligible for membership the candidate must be a member of the 7th or 8th Grade classes. Students must have been in attendance for a period of one semester at Easton Middle School.

Section 2. Candidates must have a cumulative (including 6th grade) GPA of at least a 85% as determined by the guidance department and Principal. Candidates shall then be evaluated on the basis of service, leadership, citizenship, and character.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The council may request written (signed) faculty recommendations, interviews with candidates, or any other verifiable information about each candidate and his or her activities which define the candidates leadership, service, and character.

Section 4. 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. A committee consisting of the executive committee members, the members of the Faculty Council, shall collectively or individually review the selection procedure for clarity and provide any suggested changes to the Faculty Advisor once each school year. Pursuant to Article IX, Section 4 of the National Constitution, only the Faculty Council may vote on the selection and/or dismissal procedures.

Section 5. A description of the selection procedure shall be published in a timely fashion and made available to all students and parents who desire them. Copies of the selection process and all attendant forms shall be available from the Chapter Advisor.

Section 6. The selection of members for the Chesapeake Chapter of the National Junior Honor Society shall be conducted as follows:

1. All 7th or 8th Grade students at Easton Middle School who have a cumulative GPA of 85% will be notified by the chapter advisor and provided with a copy of the National Junior Honor Society Application Form by the start of the designated

application period. This form shall provide documentation of the candidate's character, citizenship, leadership, and service.

- Character is difficult to assess and define. The Faculty Council will consider the positive and negative aspects of character, and will provide written documentation if non-selection is based on a character deficiency. The selection process will include a verbal or written opportunity for students to admit and show growth in regards to previous infractions. The Six Pillars of Character as defined by the Character Counts! Coalition, of which National Junior Honor Society is a member, are: **respect, responsibility, trustworthiness, fairness, caring and citizenship**. The following are also qualities of character that the council will be considering in the scholar:
 - Takes criticism willingly and accepts recommendations graciously.
 - Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
 - Upholds principles of morality and ethics. Under provisions of federal law, pregnancy – whether within or without wedlock – cannot be the basis for automatic denial of the right to participate in any public school activity.
 - Cooperates by complying with school regulations. A student who has a documented record of chronic school discipline issues will not be considered for membership unless he or she obtains a letter from the Principal assuring that his or her character is no longer in question.
 - Demonstrates the highest standards of honesty and reliability.
 - Regularly shows courtesy, concern, and respect for others.
 - Observes instructions and rules, is punctual, and faithful both inside and outside of school, and adheres to state and national law. Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules should not be automatically excluded from consideration for membership. A proper regard for adolescent growth and behavior improvement is essential.
 - Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
 - Manifests truthfulness in acknowledging obedience to rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others.
 - Actively helps improve the school environment.
- Leadership is a key component for membership selection. Leadership shall not be interpreted solely on the grounds of holding elective office or other traditional leadership positions. The scholar who exercises leadership:

- Is resourceful in proposing new solutions to problems, applying principles, and making suggestions.
 - Demonstrates initiative in promoting school activities.
 - Exercises positive influence on peers in upholding school ideals.
 - Contributes ideas that improve the civic life of the school.
 - Is able to delegate responsibilities.
 - Exemplifies positive attitudes.
 - Inspires positive behavior in others.
 - Demonstrates academic initiative.
 - Successfully holds school offices or positions of responsibility at school, work, church, social clubs, or other community organizations; conducts business effectively and efficiently; demonstrates reliability and dependability.
 - Is a leader in the classroom at work, and in other school, church, or community activities.
 - Is thorough and dependable in any responsibility accepted.
 - Is willing to uphold scholarship and maintain a loyal school attitude.
- Service is generally considered to be those activities 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. In considering service, the Faculty Council shall consider the contributions the candidate has made to the school, classmates and community, as well as the student's attitude toward service. Students are strongly advised to have their hours "verified" by the NJHS Advisor. 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.
 - Cheerfully and enthusiastically renders any requested service to the school.
 - Is willing to represent the class or school in inter-class and inter-scholastic competition.
 - Does committee and staff work without complaint.
 - Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor or disadvantaged.
 - Mentors persons in the community or students at other schools.
 - Shows courtesy by assisting visitors, teachers and students.

- Citizenship is working to positively influence your community. An active citizen understands his/her obligations as a member of that community and improves it through volunteerism and humanitarianism. He or she receives personal fulfillment from citizenship pursuits and service. The scholar who exercises good citizenship:
 - involves understanding the importance of civic involvement
 - has a high regard for freedom and justice
 - respects the American form of government
 - demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, school clubs, etc.
2. Completed NJHS forms shall be reviewed by the Faculty Council pursuant to Section 3 above. Students who fail to complete the NJHS form or fail to turn the form in by the date set by the Faculty Council will not be considered for membership.
 3. The Faculty Council may also seek out recommendations from the general faculty regarding the service, leadership, citizenship, and character of the candidates.
 4. Candidates who are selected for membership by a majority vote of the Faculty Council shall be inducted into the chapter.
 5. Students who are selected, and their parents, shall be notified by mail of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NJHS.
 6. All inducted members will pay an initiation fee of \$7.50. This fee is to be used to pay for the pin and membership card provided during the induction of new members.
 7. Initiation fees will be payable to the chapter treasurer within 30 days of induction.

Section 7. The procedure for non-selection will be as follows:

1. Students who are not selected for membership in the NJHS shall be notified in writing of their non-selection. Specific reasons need not be given, however, the Faculty Council shall provide general statements as to which component the student was deficient in.
2. The Chapter Advisor will be open to hold a conference, if desired, with each non-selected student and explain the reason for non-selection.
3. Students who wish to appeal the decision of the Faculty Council may submit an appeal in writing to the Principal within 2 weeks of notification.
4. The Principal shall hear all appeals from non-selected students. Following a discussion with the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the principal may ask the Faculty Council to reconvene to review the situation.

Section 8. The dismissal of members from the Chesapeake Chapter of the National Junior Honor Society shall be conducted as follows:

1. Students shall be provided with a written explanation of the obligations of membership in the National Junior Honor Society. All members are expected to uphold the standards by which they were selected. Failure to do so may result in dismissal. No member may be automatically dismissed for any reason. In all cases of impending dismissal, a chapter member shall have a right to be notified in writing of the offense and to a hearing before the Faculty Council.
2. Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be dismissed from the Chesapeake chapter of the National Honor Society. A member of the National 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.
3. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, 3.2, he /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 may include dismissal from the chapter.
4. 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 or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.
5. Except in the case of a flagrant violation of school rules or civil laws, a member is entitled to written warnings from the Chapter Advisor concerning the nature of their deficiency and the steps required to correct the deficiency. A copy of these warnings shall be sent to the parent(s) of the student and to the Principal.
6. If a member fails to improve in the area where there is a deficiency, the faculty advisor must convene a meeting of the Faculty Council to consider the facts of the case. If the Faculty Council determines that the facts warrant consideration of dismissal, the member shall be notified in writing of the violation, the possibility of dismissal, and the need for a scheduled meeting with the Faculty Council.
7. The Faculty Council shall establish a date for the hearing and notify the member in writing of the action being contemplated, the reason for the action, the date and time of the hearing and the opportunity for the member to respond either in writing or orally. A parent or guardian may be present with the member, however, the member must present his or her own case.
8. Dismissal of a member is based on a majority vote of the Faculty Council.
9. If a member is dismissed, the Faculty Council shall provide written notice of the decision to the member, his or her parent, and the principal. The letter should inform the dismissed member of the appeal procedure.
10. Any dismissed member may appeal the decision of the Faculty Council to the principal, who will then follow the local district appeals process.
11. Members who resign must do so in writing and will never again be eligible for membership or its benefits.

Section 9. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article VI: Meetings

Section 1. The chapter shall have regularly called meetings during the school year on days designated by the Executive Committee and in accordance with school policy and regulations. The Chapter Advisor reserves the right to cancel meetings provided they be rescheduled. An attempt should be made to hold one meeting each six weeks.

Section 2. The installation of new officers shall occur during a ceremony on one of the scheduled meeting days.

Section 4. Attendance at NJHS meetings is an expectation for NJHS members. Excessive unexcused absenteeism prevents the chapter from fulfilling its goals and makes it difficult to disseminate information.

ARTICLE VII: 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 Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. Student will receive a full reimbursal for initiation fees.

Article VIII: Duties and Responsibilities of the Organization, Officers, Advisor and Members:

Section 1. The Chesapeake Chapter of the National Junior Honor Society shall create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character. As an organization, it will seek to develop a culture of pride and respect within the school and establish a history of fairness and consistency.

Section 2. The Officers (and their duties) of the Chesapeake Chapter of the National Junior Honor Society are as follows:

President

- Create the agenda for all meetings with the advice and consent of the officers and the advisor.
- Preside at all meetings of the Chesapeake Chapter of the National Junior Honor Society and meetings of the executive committee.
- Appoint necessary committees and delegate leadership responsibilities of service projects and activities.
- Serve as ex-officio member on committees and projects.

- Preside at the Induction Ceremony and deliver the speech on “Leadership.”
- Represent the Chesapeake Chapter of the National Junior Honor Society at all public occurrences.
- See that the names of all persons who participated in each service project and attended each meeting are submitted to the advisor with the help of the Secretary and Treasurer in order that the Advisor may fulfill the responsibility of notifying and informing those not fully participating of the responsibilities of NJHS membership.
- Maintain close communication with the Chapter Advisor.
- Set an example of scholarship, leadership, character and service for others to follow.

Vice – President

- Preside at all meetings and perform all duties in the absence of the President.
- Check out room use and reservations in the front office.
- Lead and organize at least one major chapter service project.
- Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and problems.
- Perform any duties delegated by the President.
- Coordinate projects and help plan the calendar for the year.
- Deliver an Induction Ceremony speech on “Character.”
- Set an example of scholarship, leadership, character and service for others to follow.

Secretary

- Keep minutes of all meetings.
- Keep accurate attendance of all meetings and service projects and report to the President and the Advisor the names of any members who have become inactive.
- Conduct correspondence with the President, Advisor, and the Administration and elements of the community when necessary.
- With the Chapter Historian, collect all publicity, clippings, and/or photographs for the chapter.
- Deliver an Induction Ceremony speech on “Scholarship.”
- Set an example of scholarship, leadership, character and service for others to follow.

Treasurer

- Maintain with the Advisor a financial record of all income and expenditures for the period the officer holds office.

- Recommend fundraising activities and collect dues.
- Set an example of scholarship, leadership, character and service for others to follow.

Historian/Reporter

- Collect and bind all Induction Ceremony speeches for posterity, and make an effort to obtain whatever speeches were delivered in the past and are, to date, lost in order to build a collection and a tradition.
- Aid the Secretary in press, publicity and photography tasks.
- Assure that there is a collection of photographs of NJHS activities for the Easton Middle School Yearbook, school bulletin boards, and press releases.
- Deliver the Induction Ceremony speech on “Service.”
- Set an example of scholarship, leadership, character and service for others to follow.

Section 3. In addition to the duties outlined in Article III, Section 6-12 of these bylaws, the duties and responsibilities of the Advisor are as follows:

1. Set an example of scholarship, leadership, character and service for others to follow.
2. Approve all chapter activities and inform the Principal of such activities.
3. Maintain all chapter records and send the annual report to the national office.
4. Attend all meetings and assure that proper procedure is followed by the officers.
5. Provide direction to chapter members concerning opportunities for service.
6. Work with the Faculty Council in selecting, disciplining, or dismissing members.
7. Promote chapter activities.
8. Stimulate positive action by members.

Section 4. Members of the Chesapeake chapter of the National Junior Honor Society shall fulfill the following duties and responsibilities:

1. Maintain the standard by which they were selected.
2. Attend meetings on a regular basis. 3 unexcused absences will warrant a written warning outlining further action to be taken if the absences continue.
3. Participate in a majority of the planned chapter service projects.
4. Document a minimum of 10 hours of community service each year by completing at least one individual service project, participating in fund-raising activities, and participating in chapter service activities.
5. Attend and participate in the induction ceremony for new members.
6. Set an example of scholarship, leadership, character, citizenship, and service for others to follow.

Article IX: Election/Removal/Replacement of Officers

Section 1. Election. Nominations for each office will be made by current and new members. An official ballot will be distributed to each member of the chapter and will be controlled by signing off on the membership list. The candidate who receives the most votes for each office shall be notified of their selection.

Section 2. Removal. The Removal of officers may be affected by a 2/3 vote of the membership. Written documentation detailing the reason(s) for removal shall be provided to the officer facing removal by the Chapter Advisor, and the officer shall have an opportunity to defend himself/herself before the membership.

Section 3. Replacement. In the event an office comes open during the school year, the procedure outlined in Section 1 above will be followed in order to fill the vacancy.

Article X: Rules of Order

Section 1. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

Article XI: Ratification of Bylaws

Section 1. Chapter bylaws shall be voted on by the current membership (with the exception of Article 5), and approved by the Faculty Council and the Principal.

Article XII: Amending the Bylaws

Section 1. If changes to the bylaws become necessary, those changes shall be proposed in writing, distributed to the membership for review and discussion, and brought to a vote. A 2/3 vote of the membership is required to amend the bylaws. Changes to the selection procedures, discipline procedures, and dismissal procedures may only be made by the Faculty Council; however, membership input is encouraged.

Date: February 16, 2012

Signatures:

Chapter Adviser – Ms. Lindsay Stewart

Principal – Mrs. Norby Lee

Statement of non-discrimination: The Chesapeake 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, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.