

Woodridge Forest Middle School Chapter of NJHS Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1 – The name of this chapter shall be the Woodridge Forest Middle School Chapter of the 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 character and citizenship in students of Woodridge Forest Middle School.

ARTICLE II: MEMBERSHIP

Section 1 – Membership in the National Junior Honor Society is not a right, but a privilege. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, citizenship, leadership, and character.

Section 2 – Eligibility

- a. Candidates eligible for election to this chapter must be members of the 7th or 8th grade.
- b. To be eligible for selection to membership in this chapter, candidates must have been in attendance for a period of one semester at Woodridge Forest Middle School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative average of 90. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.

Section 3 – Members must continue to maintain at least a 90 cumulative average of all courses taken. Grade averages are monitored every semester to determine that this requirement is met. If a student's cumulative grade average falls below the required 90, he/she will be placed on probation and given a period of one semester to restore the cumulative average to 90. Failure to maintain this standard may result in a recommendation for dismissal.

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(s) shall be a nonvoting, ex officio member(s) of the Faculty Council.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit (by the set deadline) the Candidate Information Packet for further consideration for selection. **No forms will be accepted after the deadline.** Announcements will be made in

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advance of the deadline. Once the packet is submitted, it becomes the property of the Woodridge Forest Middle School Chapter of the National Junior Honor Society. It is important to follow the packet instructions carefully. Failure to get proper verification and/or parent signatures will result in non-selection. All questions should be addressed to the NJHS adviser(s).

c. Students who have met the scholastic requirement are invited to pick up a Candidate Information Packet from the advisor, Mrs McClain, in room C107, or access them online on the WFMS webpage under Activities -- National Junior Honor Society. A failing grade in a class will not automatically eliminate a student's candidacy. However, a letter of explanation for the failing grade should accompany the Candidate Information Packet.

d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation forms provided by the chapter adviser. The candidates will be rated on leadership, service, citizenship and character.

e. The faculty council shall review the Candidate Information Form (3) and faculty evaluations in order to determine points for the following:

- Leadership points will be based on documented offices held in clubs and organizations at school and the community as well as teacher-documented leadership in the classroom.
- Service/Citizenship points will be based on documented participation in school, community, and/or church groups. Documented service projects are also considered.
- Character points will be based on three sources of information: a) teacher evaluation, b) letter of recommendation, c) discipline reports. No individual teacher's evaluation will determine a student's selection. The teacher evaluation is not a vote by the faculty member as to which students should be selected. Instead, the information is used to by the Faculty Council to get an overall character evaluation.

Section 3 – The selection of new active members shall be held once a year during the second semester of the school year. The Faculty Council determines the standards of excellence necessary before voting and selection is determined by a majority vote. The NJHS adviser(s) will personally offer advice to those who were not selected as to their area(s) of weakness and make recommendation for improvement. There is no limit to the number of students who can be selected during any selection period.

Section 4 – Students who are selected will be notified with a hand delivered letter and invitation to the induction ceremony.

Section 5 – Candidates become members when inducted at a special evening ceremony during the second semester.

Section 6 – Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

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Section 7 – 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.

Section 8 – An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter once a letter is received from the previous schools adviser or administrator. 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 or her membership.

ARTICLE IV: PROBATION AND DISMISSAL

Section 1- Any member who falls below the standards of scholarship, leadership, character, citizenship or service will be placed on probation. Probation is a written warning given by the adviser that the student's membership is in jeopardy. The warning is signed by the student and a parent or guardian to insure that both are aware of the possibility of dismissal. Probation is to enable the student to make up the deficiency for which he or she was placed on probation. The student will be given a reasonable amount of time to improve his or her performance to the required standard. An example of a deficiency would be failing to participate in chapter service projects, individual service projects, or failure to attend meetings.

Section 2 – An exception to probation may occur in the case of flagrant violation of school or civil law. The National Constitution of the National Junior Honor Society states that in such cases the student does not necessarily have to be warned before the dismissal occurs. This would be decided by a majority vote of the Faculty Council.

Section 3 – If a member's overall cumulative average falls below the required 90 average, he or she will be given a written warning and one semester to bring the average up to the required standard. If the cumulative average remains below standard at the end of the semester, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal.

Section 4 – In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or 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 b.).
- 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 expressed in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal, the decision of the campus principal is final. A request for an appeal of the faculty council's decision must be

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submitted in writing to the campus principal within 10 days of the faculty council's decision. 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 5 – In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

Section 1 – The officers of the chapter shall be president, vice president, secretary, treasurer, **publicist**, **historian** and **parliamentarian**. (bolded positions can go unfilled and jobs handled by Pres., V.P. and Secretary)

Section 2 – Student officers shall be elected in the spring semester. 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. 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 – All officers are expected to attend all meetings (executive and general), participate in the pinning and induction of new members, oversee and assist with projects (overseeing at least one committee), and notify the adviser(s) should problems occur.

Section 5 – It shall be the duty of the president to:

- a. Oversee, direct, organize and represent the chapter
- b. Call and conduct all meetings
- c. Direct the induction ceremony
- d. Organize committees

Section 6 – It shall be the duty of the vice president to:

- a. Preside in the absence of the president
- b. Perform specific duties delegated by the president
- c. Administer the election of the officers in the spring
- d. Keep records of members' service projects and hours
- e. Automatically assume the duty of president, should the office of president become vacated

Section 7 – It shall be the duty of the secretary to:

- a. Take minutes and maintain them in a central location
- b. Conduct correspondence, included but not limited to, induction invitations and chapter agendas
- c. Maintain attendance records

Section 8 – It shall be the duty of the treasurer to:

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- a. Collect, record, and deposit money
- b. Help maintain attendance records
- c. Report members' deficiencies to adviser(s) after each meeting or project

Section 9 – It shall be the duty of the publicist to:

- a. Advertise meetings
- b. Coordinate committees
- c. Make any necessary daily announcements
- d. Publicize service projects

Section 10 – It shall be the duty of the historian to:

- a. Record chapter activities in writing and with photographs
- b. Organize chapter scrapbook video
- c. Research and update chapter history as needed
- d. Organize and present slide show at banquet if needed

Section 11 – It shall be the duty of the parliamentarian to:

- a. Keep meetings on track and members quiet
- b. Help to coordinate committees
- c. Oversee the proper voting techniques of any chapter business
- d. Direct ordering and selling of the chapter T-shirt

Section 12 – Should a vacancy occur in any of the officer positions other than that of the president, the vacant position would be filled by a majority vote of the remaining officers.

ARTICLE VI: EXECUTIVE COMMITTEE

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

Section 2 – The executive committee shall 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 VII: FACULTY COUNCIL

Section 1 – The Principal appoints The NJHS Faculty Council each year. The five members may be appointed for consecutive terms. The Faculty Council is composed of teachers from various departments on the school campus.

Section 2 – The Faculty Council's responsibilities are to: a) select members, b) determine matters of probation or recommendation for dismissal, and c) set the standards of membership excellence. Decisions made by the Faculty Council are made by majority vote and are final.

ARTICLE VIII: CHAPTER ADVISOR

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Section 1 – The Chapter Adviser is responsible for the direct, day-to-day supervision of the organization and acts as a liaison between the faculty, administration, students, and the community.

Section 2 – The Chapter Adviser regularly reviews each member's records for compliance with WFMS NJHS standards and obligations.

ARTICLE IX: MEETINGS

Section 1 – Officer meetings shall be held as needed and will be announced 2 days prior to the meeting.

Section 2 – General chapter meetings shall be held as needed and will be announced 2 days prior. (Chapter sponsor will determine dates based on school responsibilities)

Section 3 – This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 4 – All chapter members are expected to attend all regularly scheduled chapter meetings. Members are allowed to miss one (1) meeting per semester. The chapter adviser must receive notification by email of a missed meeting 24 hrs prior to the meeting if the member has another school event.

Section 5 – If 2 meetings are missed, the member is responsible for an additional 2 service hours. After missing 3 meetings, the member is responsible for an additional 5 service hours and may be placed on probation. These additional hours must be made up prior to end of the second semester.

ARTICLE X: ACTIVITIES

Section 1 – The chapter shall determine two service projects, one in the fall and one in the spring.

Section 2 – All members shall regularly participate in these projects. Non-participation in service projects and mandatory meetings will result in a minimum of 5 extra community service hours for each activity missed.

Section 3 – These projects shall have the following characteristics: 1) fulfill a need within the school or community; 2) have the support of the administration and the faculty; 3) be appropriate and educationally defensible; 4) and be well planned, organized, and executed.

Section 4 – Each member shall have the responsibility for performing fifteen (15) hours of individual community service, in no more than four Adviser-approved projects, that reflects his or her particular talents and interest. The hours should be completed no later than the 1st Monday of May each school year.

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

ARTICLE XI: DUES

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Section 1 – Annual dues for this chapter shall be \$ **20.00** and are payable to the adviser on or before the due date stated by the adviser.

Section 2 – The amount for dues will be determined by the executive committee and approved by two-thirds vote of the chapter.

Section 3 – Dues go toward chapter expenses such as induction supplies and expenses of various service projects.

ARTICLE XII: POWERS

Section 1 – The power vested in this organization shall be the planning and control of any project or activity voted on by the council, recommended by the sponsor, and approved by the principal.

Section 2 – 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 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 prior to the vote. The exceptions are Articles III and IV (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 Honor Society.

Date of approved revisions:

Signatures:

Chapter president:

Secretary:

Adviser(s):

Principal: