

# NATIONAL JUNIOR HONOR SOCIETY BYLAWS

## SOUTH MIDDLE SCHOOL CHAPTER

### **ARTICLE I: NAME AND PURPOSE**

**Section 1** The name of this organization shall be the National Junior Honor Society (NJHS) of South Middle School (SMS).

**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 secondary schools.

### **ARTICLE II: MEMBER ELIGIBILITY**

**Section 1** Candidates become eligible for selection to this chapter in the 2nd semester of seventh grade at SMS and have met the minimum cumulative rolling grade point average of 3.5 on a 4.0 scale. A transfer 8th grade student, whether or not he/she was a member of NJHS at his/her former school shall be considered for membership after maintaining a 3.5 cumulative GPA their 7th grade semesters.

**Section 2** All members are required to participate in Chapter service projects before the end of the 1<sup>st</sup> semester of their 8<sup>th</sup> grade year, in addition to choosing and participating in one additional individual service project per year that reflects his or her particular talents and interests. This is in addition to the Chapter projects to which all members must contribute. Each member must participate in five hours of group/community service projects by the end of the first semester in order to continue as a member in good standing. Each member will wear the SMS National Junior Honor Society t-shirt on Fridays unless they have an excuse approved by the Advisory Council.

**Section 3** Eligible members must show/maintain a clear disciplinary file, subject to principal's review (i.e. no more than 1 detention, 0 suspensions, or 0 expulsions). If a member is assigned to OSS or engages in a case of documented cheating, he/she will be dropped from membership.

**Section 4** No student involved in a documented cheating incident shall become a member. Cheating includes taking or attempting to take answers from another student's paper or teacher's key or text, possessing another student's paper or the teacher's key or text, using a cheat sheet on a test, or giving or receiving answers during a test. (Individual teachers have various rules governing what they consider useful collaboration as opposed to cheating.)

**Section 5** Each member is subject to a quarterly review by Faculty Advisor and Faculty Council. If any member fails to meet eligibility requirements for a quarter, that member will automatically be placed on membership probation for a period of one scholastic quarter, at which time eligibility requirements must be met in order to maintain membership status. If a member's cumulative GPA falls below a 3.5 on a quarterly report, he/she will be sent a probation letter by the advisor. If the cumulative GPA does not return to the 3.5 GPA for the semester, the student will be dropped from membership.

**Section 6** Following the first semester of their 8th grade year, a Faculty Advisor will

review the list of candidates and finalize the list of candidates for induction. Students must attend the induction ceremony in order to become a member of the national organization where they will receive their membership card.

### **ARTICLE III: DUTIES OF OFFICERS**

**Section 1** Officers for the Chapter shall include: president, vice-president, secretary, and treasurer. (The executive committee for this Chapter will consist of these officers and the Chapter advisor.) Officers must be nominated by another member in order to be considered for candidacy and election. Term of each office shall last for one school year.

**Section 2** The office of president will serve to preside over all Chapter meetings and events, and to be the student representative of the group for all Chapter business (in school and out of school). The president will require prior consent of Chapter advisor for all decisions and/or chapter business, but will work together with the chapter advisor as liaison between faculty, administration, students, and community.

**Section 3** The office of vice-president will serve to assist the president with all executive duties, and/or to substitute for all duties of the president, in the temporary absence of the president. The office of the vice-president does not immediately assume the duties and responsibilities of the president if the office of presidency should be suddenly vacated. [See rules for election of new officers.]

**Section 4** The office of secretary will serve to record all notes of meetings and execute written correspondence on behalf of the Chapter. The secretary will also maintain records of all meeting/event attendance of the members. All notes and correspondence will require review and approval of the Chapter advisor.

**Section 5** The office of treasurer will serve to keep precise records of all Chapter finances and to provide written documentation and reports of all monetary transactions to the members and to the Faculty Council. Treasurer may make written financial requests on behalf of the Chapter, but all monetary decisions will be maintained and approved by the chapter Faculty Council and school principal.

### **ARTICLE IV: ELECTIONS**

**Section 1** Election of officers for each position will require a secret ballot vote by all members of the Chapter, passing with a majority of at least a 51 percent of all members. A quorum of 2/3 members must be present at a meeting for taking a vote.

**Section 3** Only active members may be nominated for an executive board position.

**Section 4** In the event of an executive position resignation or vacancy within the full term of office, the executive board will announce a special meeting of the members for nomination and election of a new officer to fill the vacancy. All members must participate in the voting process under the regular guidelines of election of officers.

### **ARTICLE V: SCHEDULE OF MEETINGS**

**Section 1** All members of the Chapter will formally meet at least once every month. Executive Board can meet formally or informally, as needed, between official/announced member meetings. This chapter shall conduct meetings according to Robert's Rule of Order.

**Section 2** - All chapter members are expected to attend all regularly-scheduled chapter meetings. The following will apply for any excused and unexcused absence:

- a. Excused absence: Prior written notification by a parent will be required.
- b. Unexcused absence: Two (2) unexcused absences-member will be on probation.
- c. Third unexcused absence: The member will be dismissed from the National Junior Honor Society.

**Section 3** The executive board can appoint special committees for Chapter business, as needed. The established team of members on each committee (based on individual talents or interests and can be voluntary) will be responsible for selecting a chairperson and meeting times for the group. The number of volunteer members on a committee will be established independently by the need of that group.

#### **ARTICLE VI: CHAPTER FUNDS**

**Section 1** Chapter will collect its finances from fundraising events, and charitable collections/donations.

**Section 2** All monies collected in the name of the SMS NJHS will be deposited with the school secretary/registrar.

**Section 3** The treasurer will be required to make written requests for all withdrawals of funds or payments made from the account. Chapter advisor will review and approve all requests, and provide the necessary signatures and paperwork to the office.

**Section 4** All deposits will be made in a timely manner, and treasurer will issue an updated report all funds (and account actions) when requested by the Chapter advisor.

#### **ARTICLE VII: DUES**

**Section 1** Annual dues for this chapter will be \$20.00.

**Section 2** Dues will be payable to the chapter treasurer within 30 days of receiving the letter notifying them of eligibility to join NJHS Chapter of SMS.

#### **ARTICLE VIII: POWERS**

**Section 1** The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

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

**Section 3-** The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

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