

National  
Junior  
Honor  
Society



**National Junior Honor Society  
Hillcrest Middle School Chapter  
By-Laws**

**ARTICLE I: NAME and PURPOSE**

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

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, stimulate a desire for scholarship, promote leadership, develop character, and encourage citizenship in the students of Hillcrest Middle School.

**ARTICLE II: MEMBERSHIP**

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. 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 3. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal (alt. Adviser).

Section 4. An active National Junior Honor Society member who transfers to this school and brings a letter from their former principal or chapter adviser shall be accepted automatically as a member of this school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed will never again be eligible for membership or its benefits for the current school year.

### **ARTICLE III: SELECTION OF MEMBER**

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 Character.

Section 3. Eligibility:

- a. To be eligible for membership, the candidate must be a student at Hillcrest Middle school during first semester seventh grade.
- b. Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation.
- c. Candidates must have a GPA of at least 3.75 on a 4.0 scale (average 1 B per quarter). Any grade of a "C" given in any class taken will disqualify the candidate.
- d. The following will immediately disqualify a candidate:
  1. Any citizenship grade other than an E or S in any class taken.
  2. More than one detention for the entire school year.
  3. Any office referrals or suspensions.
- e. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be evaluated on the basis of service, leadership, citizenship, and character via the NJHS Application Form, Recommendation Forms and Faculty Evaluation Form.

Section 4. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 5. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' behavior records shall be reviewed to determine citizenship eligibility.
- c. Students whose academic and behavior records make them eligible ("candidates") shall be notified and asked to complete and submit the membership application and two recommendation forms for further consideration for selection.
- d. The faculty shall be requested to evaluate candidates determined to be scholastically and behaviorally eligible using the official evaluation form provided by the chapter adviser.
- e. The Faculty Council shall review the Membership Application, two Recommendations Forms and the Faculty Evaluations in order to determine membership.

Section 6. 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.)

Section 7. Candidates become members when inducted at a special ceremony.

#### **Article IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Hillcrest Middle School Chapter of the 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. A member must earn an A or B in any class taken (including advanced and honor classes). If a member earns a C in a given quarter, he/she will be given a written warning and a time period for improvement. If the grade 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. Two or more C's in a given grading period and / or a grade below a C may result in dismissal from the chapter as well.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of

drugs or alcohol at school or school-related activities. (See Students' Rights and Responsibilities Handbook for details.)

Section 4. Offenders of the school code of conduct (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 code of conduct, the member may be dismissed.

Section 5. In all cases of pending dismissal/non-acceptance into NJHS:

- a. The member will receive written notification indicating the reason for possible dismissal or non-acceptance into NJHS from the Advisor/Faculty Council. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing may still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution) or after a non-acceptance letter into NJHS. The member has the opportunity to present his/her defense in writing within 5 days of being notified. The Faculty Council will then meet to vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. The member will be notified in writing of the results of the vote within 7 days.
- c. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed within 5 days 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 for that current school year.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: CHAPTER OFFICERS**

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

Section 2. Student officers shall be elected at the last meeting of each school year. All active returning 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 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.

Section 4. One of the president's responsibilities is to plan before the school year starts. It shall be the duty of the president to preside at the meetings for this chapter. Prepare an agenda for each meeting and make sure it is followed. Help the organization stay "on target" by setting aside time in meetings to review what the group said it wants to do, and to evaluate progress. As a leader your actions are highly visible to others. By planning ahead, listening, organizing, and keeping your commitments, you will inspire others to do the same.

Section 5. The vice-president shall preside in the absence of the president and shall also be "Coordinator of Committees." These duties include: meeting with all committee heads, keeping a record of projects delegated to committees, sitting with each committee at its meetings, and keeping a list of each committee's time-line. If a chairperson has problems, the vice president can make suggestions, inform the advisor of the problems, and participate in meetings called to solve problems.

Section 6. The secretary shall keep the minutes of meetings, keep attendance records and be responsible for all official chapter correspondence.

Section 7. The historian shall keep a photographic journal including updating the chapter's website with the chapter advisors.

Section 8. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

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

Section 2. 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 by-laws. All

actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

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

## **ARTICLE VII: MEETINGS**

Section 1. Meetings of this chapter shall meet once or twice a month. Special meetings approved by the executive committee may be called by the chapter adviser, president, or other designated student leader.

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

Section 3. All chapter members are expected to attend all regularly-scheduled meetings. Members will be allowed one unexcused meeting absence. The second unexcused meeting absence will result in the member being put on probation. Members will be notified of their probation in writing. A third unexcused meeting absence will result in dismissal of the member. Refer to Article IV the Discipline and Dismissal section of the By-Laws for dismissal procedures. Member that will not be able to attend a meeting must let the Chapter Adviser know of the absence prior to the meeting. If this is not done, it will be considered an unexcused absence and those guidelines will be followed.

## **ARTICLE VIII: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. 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, and be well-planned, organized, and executed.

Section 4. Each member shall have the responsibility of choosing and participating in an individual service project which reflects his or her particular talents and interests and must be approved by the chapter adviser. To maintain active membership, members need to perform a minimum of 5 independent service hours each quarter of which 2 must be NJHS sponsored events. This is in addition to the chapter projects

to which all members contribute. If these hours are not completed by the member within the time frame given by the adviser, their membership will be terminated.

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

#### **ARTICLE IX: CERTIFICATE**

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 possessing a membership the certificate adopted by the National Junior Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the certificate to the chapter. (Note: If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.)

#### **ARTICLE X: DUES**

Section 1. Annual dues for this chapter shall be \$25.00 for the year. Dues will be paid to the chapter advisor for the next school year prior to the May NJHS Celebration Ceremony. The dues will include a shirt for the following academic year. The shirt design will be selected by the chapter's members by the end of September 2012 and will not exceed \$15.

#### **ARTICLE XI: POWERS**

Section 1. The chapter adviser is 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 by-laws 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 XII: AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 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 IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

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

**Date: April 10, 2015 - these by-laws shall be active for a period of no less than two school years beginning with the 2016 - 2017 school year.**

**Signatures:**

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**Mrs. Deborah Johnson, Co-Sponsor**

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**Mrs. Estela Hazelton, Principal**