NATIONAL JUNIOR HONOR SOCIETY

BY-LAWS

# ARTICLE I – ELECTION AND DUTIES OF OFFICERS

# Section I Student officers shall consist of a president, vice-president, recorder/treasurer, corresponding secretary, and historian.

# Section II The officers shall be elected at an annual meeting in May. These officers will be selected by majority vote in a secret ballot election.

# Section III The duties of each officer shall be as follows:

# President

# Presides at all chapter meetings and activities.

1. Conducts meetings according to Parliamentary Procedure.
2. Coordinates chapter activities with the chapter advisors and the faculty council.
3. Keeps members and advisors informed of meetings and activities through school announcements.

## Vice-President

1. Assumes president’s duties upon president’s absence.
2. Assists president with implementing and conducting activities with the advisors and faculty council.

## Corresponding Secretary

1. Organizes and prepares the agenda for meetings by contacting chapter officers, committee members, faculty advisors and council prior to each meeting.
2. Prepares and reads the meeting minutes.
3. Prepares bulletins for distribution to membership.
4. Attends to chapter correspondence.

### Recorder

1. Takes roll at meetings and keeps records of members’ attendance and written excuses.
2. Tallies and records service hours.

### Historian

1. Keeps a historical record of all chapter events.
2. Prepares an annual scrapbook of photos, news articles, and other items pertinent to chapter activities.
3. Attends to chapter publicity in school announcements, the school newsletter, and other publications.

**Section IV** The chapter officers are directly responsible to the chapter advisors. Officers must attend all mandatory chapter meetings.

**ARTICLE II – SCHEDULE OF MEETINGS**

**Section I** A minimum of one general membership meeting will be held each month of the school year.

**Section II** Yearly activities will be established by the officers and faculty advisors to include.

1. Business meetings
2. Social events
3. Field trips
4. Service projects

**ARTICLE III – MEMBERSHIP: QUALIFICATIONS, OBLIGATIONS, DUES**

**Section I** Requirememts for membership:

1. **3.75 cumulative G.P.A. for grades 6 and 7**
2. **Citizenship grades of “H” and “S” only**
3. Acceptance by the faculty council.
4. Payment of dues ($20) within 2 weeks of induction.
5. Attendance at all chapter activities. Absences are allowed only if shown to be justifiable to the chapter.
6. Serve on activity committees as assigned.
7. Sustaining excellence in the areas of academic achievement, service, leadership, character and citizenship.
8. **Completion of 20+ service hours: 7 hours for each trimester**

**Section II** Nominations for membership:

1. Students will be invited to consider membership if their 6th and 7th grade academic and citizenship records meet established standards.
2. New 8th grade students entering Albion Middle School who are already members of NJHS will be invited to join the Caerleon Chapter. They must comply with the established standards of the chapter to continue membership.
3. New 8th grade students entering Albion Middle School who have the academic and citizenship records of Caerleon members will be invited to consider membership under the same guidelines as current members.
4. The faculty council will review information sheets prepared by prospective members. Nominations for membership will be based on academic performance, character, citizenship, service, and leadership skills.

**Section III** **Members will be placed on probation for one quarter for:**

1. Failure to maintain a minimum 3.5 G.P.A. in 8th grade.
2. Failure to attend meetings and activities without a written excuse accepted by the vice-president or officers.
3. Receiving an “N” or “U” citizenship grade.
4. Failure to meet the requirements of 7 hours of service per trimester.
5. Being assigned to detention by the administration for behavior, attendance, or tardy problems.
6. Not complying with Albion’s dress codes.

 **Section IV** Requirements of members during probation:

1. Attendance at all meetings.
2. Continuation of service hours earned for out-of-school activities only.
3. Suspension of participation in chapter activities during probation.
4. In the event the president is on probation, the vice-president will permanently replace him/her. The vice-president’s duties (or the duties of other officers on probation), will be assumed by the remaining officers.

**Section V** Members will be dismissed for:

1. A combination of any two of the causes for probation (see Section IV).
2. An unacceptable G.P.A. for a second grading period.
3. Failure to complete or turn in service hours for a second time.
4. Unacceptable citizenship grades for a second grading period.
5. Failure to attend meetings without a written and accepted excuse for a second quarter.
6. An unexcused absence from a class (sluff).
7. Cheating.

**Section VI** Procedures for probation or dismissal:

1. In cases of probation, members will receive written notification from the faculty advisors. This may be appealed by a personal appearance before the faculty advisors.
2. In all cases of impending dismissal, the members will be notified to appear before the faculty advisors for a hearing.
3. In cases of probation or dismissal, the advisors for extenuating circumstances will review each individual case. At the discretion of the advisors, provisions for probation or dismissal may be revised.
4. In the event one of the elected officers is dismissed, the procedure for replacement will be the same as those for officers placed on probation.

**Section VII** Dues for each member will be $20.00($9.00 for the membership pin and $11.00 toward activity expenses).

**ARTICLE IV – FACULTY COUNSEL**

**Section I** There shall be a minimum of seven members of the council, including the chapter advisors who are ex-officio members.

**Section II** Duties and Responsibilities:

1. Membership selection
2. Proposing amendments to by-laws
3. Activity decisions and suggestions.
4. Supervision of two or more activities.

**ARTICLE V – CHAPTER ADVISORS**

**Section I** Two faculty members, chosen by the principal, shall serve as advisors.

**Section II** Duties and Responsibilities:

1. Supervise the chapter and act as liaison between faculty, administration, students, and community.
2. Maintain files on membership, chapter history, activities and finances. Send annual activity report to national office.
3. Review members for compliance with NJHS standards and obligations.
4. Help chapter officers carry out their duties.

REVISED: 9/04/2013

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Please detach this bottom portion and return to Ms. Richards on or before Friday, September 24th, 2013.

We have read, discussed, and understand all of the above by-laws governing this chapter of the National Junior Honors Society. We are aware of the service hour requirements, the importance of maintaining a high GPA, and earning good citizenship in ALL classes.

Parent/Guardian Signature:

Student Name (Please Print):

Student Signature:

Date: