

**St. Joseph School  
National Junior Honor Society Bylaws  
School Year 2017 - 2018**

**Article I: Name and Purpose**

**Section 1.** The name of this organization shall be the St. Joseph School Chapter of the National Junior Honor Society.

**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 citizenship in students of St. Joseph School.

**Section 3.** The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191.

**Article II: The Principal**

**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 chapter adviser, who may serve unlimited consecutive terms.

**Section 3.** The principal shall be a part of the school appeal process for non-selection or dismissal cases.

**Article III: The Chapter Adviser**

**Section 1.** 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 2.** The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

**Section 3.** The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

**Section 4.** The chapter adviser shall help the chapter officers understand and carry out their duties.

## **Article IV: Faculty Council**

**Section 1.** The faculty council shall consist of five voting faculty members appointed annually by the principal. The principal and assistant principal may not be included on the faculty council.

**Section 2.** The term of the faculty council shall be one year. Members may be appointed to unlimited consecutive terms.

**Section 3.** The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

**Section 4.** The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

## **Article V: Membership**

**Section 1.** Membership is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship. Leadership and service shall be documented by letters of recommendation from: Scout leaders, coaches, extra-curricular teachers (e.g. dance or karate teacher), religious leaders, etc. Character, scholarship and citizenship must be demonstrated on an everyday basis through both words and actions. Students who have been suspended or have two or more logged behavior infractions on Jupiter Ed for the current school year will not be eligible to apply. Required Christian Service Hours for Religion class must be up-to-date at the end of each trimester. Students who fail to complete required hours by the end of each trimester will not be eligible to apply to NJHS.

**Section 2.** The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

**Section 3.** Candidates become members when inducted at a special ceremony at the school.

**Section 4.** A National Junior Honor Society member who transfers to another school and brings a letter from the former 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 chapter's standards within one trimester in order to retain membership.

**Section 5.** Members who resign or are dismissed are never again eligible for membership or its benefits. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

#### **Article VI: Selection of Members**

**Section 1.** To be eligible for membership the candidate must be in the seventh grade, eighth grade, or third trimester sixth grade students at St. Joseph School.

**Section 2.** Candidates must have a cumulative scholastic average of 94.5% based on middle school core subject coursework, and an average of 70% or higher in all itinerant coursework. As of June 1, 2018, all new and returning members must meet the 94.5 average of all core-subject grades. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship as detailed in Article V, section 1.

**Section 3.** The selection of each member to the chapter shall be by majority vote of the faculty council.

**Section 4.** A description of the selection procedure shall be published on the St. Joseph School website which is available to all students and parents of the school. 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.

**Section 5.** The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

**Section 6:** Required Christian Service Hours for Religion class must be up-to-date at the end of each trimester. Failure to complete required hours by the end of each trimester will result in immediate dismissal from NJHS.

#### **Article VII: Discipline/Dismissal**

**Section 1.** The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, has developed the following dismissal procedure.

**Section 2.** Members who fall below the academic standards shall be warned in writing by the chapter adviser and given a reasonable amount of time, usually by the next reporting time (progress or report card) to correct the deficiency. Members are permitted only one academic warning from the chapter advisor per school year before dismissal.

**Section 3.** Students who receive a suspension or two or more logged behavior infractions on Jupiter Ed for the current school year will be dismissed without prior warning.

**Section 4.** Required Christian Service Hours for Religion class must be up-to-date at the end of each trimester. Failure to complete required hours by the end of each trimester will result in immediate dismissal from NJHS.

**Section 5.** In all cases of impending dismissal, a member shall have a right to written notification of charges and the opportunity for a hearing before the faculty council upon request.

**Section 6.** A member who has been dismissed may appeal the decision of the faculty council to the principal.

**Section 7.** The National Council and the NASSP shall hear no appeals in dismissal cases.

**Section 8. 8a.** In the updated by-laws transitional year 2017-2018, seventh grade students who fail to maintain a first trimester core subject average of 94.5 will be placed on probation. They will have until the second trimester report card to bring their average up, otherwise they will be dismissed from NJHS. **8b.** ALL students who fail to maintain a second trimester core subject average of 94.5 will be placed on probation. They will have until the third trimester report card to bring their average up, otherwise they will be dismissed from NJHS. **8c.** ALL students who fail to achieve a third trimester average of 94.5 in the core subjects will be dismissed from NJHS.

#### **Article VIII: Nomination and Election of Officers**

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

**Section 2.** Officers shall be elected at a regular meeting of the St. Joseph School chapter at the beginning of the school year. A member of the NJHS will nominate a fellow member. The individual will be given the opportunity to accept or decline the nomination. A follow up meeting will take place to vote for officers. Those candidates receiving the most votes for each position will be elected. No member may be nominated for more than one position. New officers will be elected each year.

#### **Article IX: Officers Duties and Responsibilities**

**Section 1.** The duties of the president are as follows:

1. Create the agenda for all meetings with the advice and consent of the officers and the adviser.
2. Preside over all meetings of the NJHS and meetings of the executive committee.
3. Appoint necessary committees and delegate leadership responsibilities of service projects and activities.
4. Represent the of NJHS at all public occurrences.

5. See that the names of all persons who participated in each service project and attended each meeting are submitted to the adviser with the help of the Secretary in order that the adviser may fulfill the responsibility of notifying and informing those not fully participating of the responsibilities of their office.
6. Set an example of scholarship, leadership, character and service for others to follow.

**Section 2.** The duties of the vice president are as follows:

1. Preside at all meetings and perform all duties in the absence of the President.
2. Retrieve key from main office to open meeting room for all meetings.
3. Lead and organize at least one major chapter service project.
4. Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and/or challenges.
5. Perform any duties delegated by the President.
6. Coordinate projects and maintain the yearly calendar.
7. Set an example of scholarship, leadership, character and service for others to follow.

**Section 3.** The duties of the secretary are as follows:

1. Keep minutes of all meetings.
2. Keep accurate attendance of all meetings and service projects and report to the President and the adviser the names of any members who have become inactive.
3. Conduct correspondence with the President, adviser and school administration and elements of the community when necessary.
4. With the Chapter Historian, collect all publicity, clippings and/or photographs of NJHS.
5. Set an example of scholarship, leadership, character and service for others to follow.

**Section 4.** The duties of the treasurer are as follows:

1. Maintain with the adviser a financial record of all income and expenditures for the period the officer holds office.
2. Recommend fundraising activities for NJHS.
3. Send reminders about collecting dues.
4. Set an example of scholarship, leadership, character and service for others to follow.

**Section 5.** The duties of the historian are as follows:

1. Aid the secretary in press, publicity and photography tasks.
2. Assure that there is a collection of photographs of NJHS activities for the yearbook, school bulletin boards and press releases.
3. Set an example of scholarship, leadership, character and service for others to follow.

**Section 6.** In the case a position becomes vacant during the school year, the president will call a meeting to nominate and vote on a replacement.

## **Article X: Executive Committee**

**Section 1.** The executive committee shall consist of the officers of the chapter, the chapter adviser, and a member of the faculty council.

**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 XI: Meetings**

**Section 1.** The St. Joseph School Chapter shall meet at least twice a trimester and otherwise as deemed necessary by the executive committee.

**Section 2.** Special meetings approved by the executive committee may be called by the President.

## **Article XII: Activities**

**Section 1.** The chapter shall be involved in one or more service projects during the school year.

**Section 2.** Each member shall be required to participate in all service projects. Activities will be selected and planned by the members. If a member is not able to participate in any of the service projects coordinated by the chapter, he/she must develop an individual service project and receive prior approval by the chapter adviser.

**Section 3.** Members who have approval to perform an individual service project will provide a log of service hours to the chapter advisor. A log of the service must be submitted to the chapter adviser prior to the end of the school year with a brief description of the activities, amount of time spent, and a signature of an adult who supervised the event.

## **Article XIII: Amendments**

**Section 1.** Amendments to the constitution may be made at any time at the discretion of the faculty council and principal of St. Joseph School. The executive officers may also propose amendments to be voted on by the faculty council.

**Section 2.** A majority vote of the faculty council and approval of the principal is necessary to pass an amendment, which will immediately go into effect.