



## Chapter By-laws National Junior Honor Society Sonoran Heights Middle School



### ***Article I: Name and Purpose***

Section 1: The name of this organization shall be the Sonoran Heights Middle 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 within the Sonoran Heights Middle School community.

### ***Article II: Powers***

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See [www.njhs.us/constitutions](http://www.njhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sexual orientation, gender, gender identity and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

### ***Article III: The Principal***

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4: The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 5: The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 6: The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Section 7: In addition to the above responsibilities listed under Article V of the National Constitution, the Principal shall 1) conduct at least one private meeting involving the chapter adviser, and the five members of the Faculty Council prior to the first school day in order to review the previous year's events and discuss the calendar of the current year; 2) assist the Chapter Adviser in the identification of students who are scholastically eligible for application prior to the first school day; 3) hear all appeals from students who are non-selected and reconvene the Faculty Council if a procedural or technical error has been made; 4) communicate to the Chapter Adviser any issues concerning National Junior Honor Society brought to his/her

attention by members of the community that would directly impact the selection or dismissal of a student. Under no circumstance is the Principal to serve as a member or even an observer of the Faculty Council's deliberations pertaining to the selection or dismissal of a student.

#### ***Article IV: 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 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.

Section 5: In addition to the above responsibilities listed under Article VI of the National Constitution, the Adviser shall 1) review each member for compliance with society standards and obligations within one week of the end of each quarter; 2) approve all chapter activities and provide the Principal with a written record of chapter activities; 3) read and develop a familiarity with the Constitution of the National Junior Honor Society by-laws; 4) attend all meetings and functions, including those of the Faculty Council; 5) hand applications and by-laws to scholastically eligible students; 6) collect all applications from interested students; 7) involve Chapter members in the development and review of selection and dismissal procedures and guidelines; 8) ensure that the Faculty Council follows national and local guidelines for procedure; 9) facilitate discussions of the Faculty Council in order to maintain objectivity and professionalism during the review of each case; 10) serve as an advocate for each student whose name or case is brought before the Faculty Council by assuring that the Council considers only relevant and valid information in a fair and consistent manner; 11) interview teachers who give students a below-average evaluation; 12) notify applicants by letter of selection/non-selection; 13) hold an induction ceremony by the second Friday in May; and 14) provide written documentation to the Principal if the Faculty Council violates the National Constitution Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

#### ***Article V: The Faculty Council***

Section 1: The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. *(See commentary in the national handbook regarding the functions of the Faculty Council.)*

Section 2: The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 3: The Faculty Council will develop and revise, when necessary, all chapter procedures

for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

Section 4: In addition to the above responsibilities listed under Article VII of the National Constitution, the Faculty Council shall 1) read and develop a familiarity with the Constitution of the National Junior Honor Society Bylaws prior to meeting with the Principal prior to the first school day; 2) follow all stated guidelines and procedures in all aspects of the chapter's activity; 3) consult with the Chapter Adviser concerning questions of policy and/or procedure and refer all questions from parents concerning the National Junior Honor Society to the Chapter Adviser; 4) review student applications and meet with the Chapter Adviser to select new members by the third Friday in September; 5) maintain objectivity and professionalism during the review of each case; 6) examine each individual case as a group in such manner as to allow every member to evaluate and comment on every case; 7) provide written documentation to the Principal if the Chapter Adviser violates the National Constitution Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

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

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the faculty council.

Section 2: The selection of active members shall be held once a year during the first semester of the school year.

Section 3: Candidates must have been in attendance at Sonoran Heights Middle School for at least one quarter.

Section 4: The scholastic requirement for membership is a cumulative GPA of at least 3.00.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 6: Candidates become members when inducted at a special ceremony.

Section 7: An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

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. 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/her membership.

## ***Article VII: Non-selection of Members***

Section 1: Students who are not selected for membership in the NJHS shall be notified in writing of their non-selection. Specific reasons need not be given, however, the Faculty Council shall provide general statements as to which component the student was deficient in.

Section 2: The Chapter Adviser shall hold a conference with each non-selected student and explain the reason for non-selection if requested by the student.

Section 3: Students who wish to appeal the decision of the Faculty Council may submit an appeal in writing to the Principal within one week of the dated notification.

Section 4: The Principal shall hear all appeals from non-selected students. Following a discussion with the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the principal may ask the Faculty Council to reconvene to review the situation.

## ***Article VIII: Membership***

Section 1: 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, character, and citizenship.

Section 2: Annual dues for this chapter shall be \$20.00. Dues will be payable to the chapter within 30 days of induction.

Section 3: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs. 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 4: Eligibility:

- a. Candidates eligible for selection to this chapter must be in the second semester of sixth grade or members of the seventh, or eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Sonoran Heights Middle School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

Section 5: Candidates become active members when inducted at a special ceremony.

Section 6: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 7: An NJHS member who transfers to another school and brings a letter from the 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 new chapter's standards within one quarter in order to retain membership.

Section 8: Members who resign or are dismissed may not be again eligible for NJHS membership or its benefits and shall return the emblem to the chapter.

Section 9: All members must attend regularly scheduled meetings as well as special meetings as designated by the Executive Committee.

### ***Article IX: The Officers***

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

Section 2: Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3: Voting shall be by secret ballot. 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: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence and announcements.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: The historian shall take pictures at NJHS sponsored events and meetings, assist the Secretary with correspondence.

### ***Article X: Meetings***

Section 1. Regular meetings of this chapter shall be biweekly (every other week). Special meetings can be called by the president with approval of the adviser.

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

Section 3. Members are expected to attend all chapter meetings.

### ***Article XI: 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 for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. Members will complete a minimum of 10 hours for first semester and 15 hours for second semester. This is in addition to the chapter projects to which all members contribute.

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

## ***Article XII: Discipline and Dismissal of Members***

- Section 1: Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Sonoran Heights 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: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (below 3.00), he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.
- Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to stealing, fighting, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.
- Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, 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 conduct code, the member may be considered for dismissal.
- Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.
- Section 6: In all cases of pending dismissal:
- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
  - b. The member has the right to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated 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 and afterwards according to provisions of the school district discipline policies.
  - e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.
- Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

## ***Article XIII: Ratification, Approval and Review of Bylaws***

- Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and

approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

***Article XIV: Amending the Bylaws***

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 at least one month prior to the vote. Changes to the membership selection procedures, discipline and dismissal procedures may only be made by the Faculty Council with the approval of the principal; however, membership input is encouraged.

**Approved on: Sep 27, 2024**