

National Junior Honor Society Chapter of St. Mary's Catholic School

Bylaws

Article I NAME

The name of this chapter shall be the National Junior Honor Society of St. Mary's Catholic School.

Article II PURPOSE

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 students of St. Mary's Catholic School. The National Honor Society was regarded "from its inception as a concrete way to promote . . . academic standards, a means of ensuring the continuation of democracy, and an instrument for the betterment of the individual and the school" (Origins of NHS, appendices, p.94).

Article III POWERS

Powers vested in the organization; the final authority rests with the principal (per V.1 of the National Constitution).

Section 1

This chapter operates under the direction of and in full compliance with the NJHS National Constitution (See www.nhs.us/constitution).

Section 2

The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3

Final authority on all activities and decisions of the chapter resides with the school principal (See Article V, Section 1 of the National Constitution).

Section 4

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, gender and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

Article IV 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

Membership in this chapter shall be known as active, honorary and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3 Eligibility:

a. Candidates eligible for selection to this chapter must have completed the first trimester of 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 trimester at St. Mary's Catholic School.

c. Candidates eligible for selection to this chapter shall have a minimum cumulative grade point average of 92.5%, indicated by Trimester 2 report card grades. Once selected, all members are expected to maintain 92.5%. A formal marking period is defined by a progress report or a report card. If a member's cumulative GPA falls below 92.5% at the next formal marking period, he or she will be given a written warning to improve by the next formal marking period. If the cumulative GPA remains below 92.5% at the end of the warning period, the student will be subject to further disciplinary action by the faculty council, which may include consideration of dismissal from the chapter.

d. The faculty council shall review the candidate's information forms, faculty input and other relevant information to determine those who fully meet the selection criteria for membership. Active members are automatically renewed if their 92.5% cumulative GPA is maintained and if they submit the required renewal information form and pay their dues by the deadline.

Article V 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, non voting member of the faculty council.

Section 2 The selection of active members shall be held once a year during the second trimester of the school year.

Section 3 Prior to the final selection, the following shall occur:

a. A student's 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 council 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 form, behavior records, faculty input and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4 The National Constitution indicates that all members must be inducted at a special ceremony to become active members of the chapter. One remains in the condition of being a "successfully selected candidate" until this ceremony is undertaken.

Section 5 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 6 An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership to this chapter. The faculty council shall grant to the transferring member one trimester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Section 7 Obligations of Faculty Council

a. Work: most work will be completed in Google chat, in Google docs or through Google forms; bylaws and candidate information forms to be reviewed online prior to voting at scheduled meetings.

b. Meetings: the faculty council will meet each year to vote on selection of student members during the second Trimester. Special meetings can be called by the faculty adviser or principal as needed.

c. Confidentiality: it is the intention of St. Mary's Catholic School NJHS that the faculty council shall remain confidential. It is important that all inquiries and comments be directed to the principal or faculty adviser.

Article VI OBLIGATIONS OF MEMBERS

Section 1 Members are asked to pay annual chapter dues of \$20 per student per year. St. Mary's Catholic School is able to provide alternative sources of funding for those students who may be unable to pay due to legitimate circumstance. No student will be denied membership because he/she cannot pay the yearly dues.

Section 2 Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Junior Honor Society.

Section 3 Any member who withdraws, resigns or is dismissed from the chapter shall have the privilege of wearing the emblem to the chapter revoked.

Section 4 Members are active for one calendar year following induction.

Article VII OFFICERS

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

Section 2 Student officers shall be elected at the first chapter meeting after induction. All 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. The secretary is required to read the NJHS website once each month and to report to the members on any news relevant to our chapter.

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

Section 8 Officers and the faculty adviser shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter. Any action by the executive committee is subject to the review of the chapter members.

Article VIII MEETINGS

Section 1 Chapter meetings are on the second Friday of each month from 11:30-12:10P.M. during the school year. Special meetings can be called by the president with approval of the adviser.

Section 2 This chapter shall conduct its meetings according to *Roberts Rules of Order*.

Section 3 All chapter members are expected to attend all scheduled chapter meetings. More than two (2) unexcused absences may result in dismissal from the chapter. Absences follow guidelines set in the St. Mary's Catholic School Student and Parent Handbook.

Article IX ACTIVITIES

Section 1 This chapter shall determine one Chapter Service Project each year as determined by member input.

Section 2 All chapter members are required to participate in the Chapter Service Project.

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 In addition to the yearly Chapter Service Project, each member shall have the responsibility for choosing and participating in an individual service activity that reflects his or her particular talents and interests and is approved by the chapter adviser. Members are to engage in

additional service activities of community service during each membership year.

Section 5 The chapter shall publicize and promote its project(s) in a positive manner.

Article X 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 National Junior Honor Society of St. Mary's Catholic School. A member is expected to maintain his/her academic standing and take an active role in service and leadership in 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, he/she will be given a written warning to improve GPA by the next formal marking period. If the cumulative GPA remains below 92.5% at the end of the formal marking period, the student will be subject to further disciplinary action by the faculty council that can include consideration of dismissal from the chapter.

Section 3 Violations of the law or school regulations can result in immediate consideration of 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 or in the community.

Section 4 Offenders of the school conduct code (such as 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 will be given the opportunity to respond in writing to the charge(s) against him/her prior to any vote by the faculty council on dismissal (in accordance with due process identified in Article X of the National Constitution). Upon review of the member's written response to the charge(s), 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 only be considered for membership in the National Junior Honor Society at St. Mary's Catholic School in the next or subsequent academic year.

Section 7 In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

Article XI RATIFICATION, APPROVAL and REVIEW

Section 1 These bylaws will be approved upon receiving a majority 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 two years from the date of approval noted on this document.

Article XII AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapters, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Appendix A**Nonselection and Appeals**

- a. In cases of nonselection, efforts should be made to explain the selection process to those students who are unhappy about the results of the selection process. According to the NJHS Constitution (Article IX, Section 4), a description of the selection procedure must be published in an official school publication widely available to all students and parents.
- b. Appeals must be registered in writing with the chapter adviser or principal within 10 school days of notification of nonselection.
- c. Upon request for an appeal, the faculty council will reconsider an individual's case, without personal appearances by the student or parents with the council members.
- d. Parents and students must understand that no student has a right to be selected for membership in the chapter of the NJHS.
- e. Outcomes of an appeal can include (but are not limited to):
 - i. Rejection of the appeal; sustaining the original judgment.
 - ii. Request from the principal for the faculty council to reconsider the case.
 - iii. A change in the decision, resulting in the selection of the student in question.
 - iv. An overturning of the faculty council's decision by the administration.
 - v. Referring the appeal, following rejection, to the next step in the local school hierarchy, e.g. head of school.