

By-Laws for National Junior Honor Society  
St. Paul on the Lake Catholic School Chapter

Article I

Name and Purpose

- Section 1 The name of this organization shall be the St. Paul 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 the students of St. Paul on the Lake Catholic School.
- Section 3 The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP) Association Drive, Reston VA 22091.

Article II

The Chapter

- Section 1 The chapter shall pay a chartering fee determined by the NASSP Board of Directors.
- Section 2 The chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors
- Section 3 Dues paid by chapter members shall not exceed twenty dollars. The exact amount shall be determined by the executive committee of the chapter and shall be approved by the chapter members.
- Section 4 Chapter bylaws shall conform to the Constitution set forth by the NASSP Board of Directors.

Article III

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 consecutive terms.
- Section 3 The Principal shall annually appoint Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- Section 4 The Principal shall receive appeals in cases of non-selection candidates, and the disciplining or dismissal of members.

## 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 The Chapter Adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.
- Section 6 The Chapter Adviser shall be a member of the faculty, appointed annually by the Principal.

## Article V

### Faculty Council

- Section 1 The Faculty Council shall consist of five voting faculty members appointed annually by the Principal. No Principal or Assistant Principal may be included on 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 probationary cases.
- Section 3 The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members; all of which must remain in compliance with the Constitution set forth by the NASSP Board of Directors.

## Article VI

### Membership

- Section 1 Membership in the St. Paul Chapter of the NJHS is an honor bestowed upon a student by the faculty. Selection for membership is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2 Candidates become members when inducted at a special ceremony.

Section 3 An NJHS member who transfers from 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 St. Paul Chapter. Transfer members must meet the St. Paul Chapter standards within one semester in order to retain membership.

Section 4 The selection procedure shall be in compliance with the NJHS Constitution and Handbook.

## Article VII

### Selection of Members

Section 1 To be eligible for membership the student must be a member of the sixth or seventh grade in the second semester at St. Paul on the Lake Catholic School. Candidates must have been in attendance at St. Paul on the Lake Catholic School the equivalent of one semester.

Section 2 Selection for membership is by a majority vote of the Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship.

Section 3 The minimum standard for scholarship shall be a 93% cumulative average with no rounding in all academic subject areas including Religion, and conduct grades of A (excellent) in all specials. All report card grades from quarter one and quarter two of the current school year are averaged for sixth grade students. Grades from quarters one through four of sixth grade, and quarters one and two of the current school year will be averaged for seventh grade students.

Section 4 The minimum standard for character is:

- all conduct and effort report card grades of A (excellent) in all academic subject areas including Religion for the current school year
- an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies

Section 5 Leadership experience and service must be listed on Candidate Form and essay to be eligible for selection to the NJHS.

Section 6 Following the second marking period all sixth and seventh grade students who meet the minimum standards for scholarship and character as delineated in sections 3 and 4 above will be considered eligible candidates. To assist the Faculty Council in making membership decisions, eligible candidates will be invited to fill out a Candidate Form and to complete an in-school essay. Students who submit their Candidate Form and essays on time will be considered for selection.

Section 7 The Faculty Council shall review the Candidate Form and the in-school essay in order to determine membership.

Section 8 Prior to notification of any candidates, the Chapter Adviser shall review with the Principal the results of the Faculty Council's deliberations. All candidates that were considered for membership will be notified in writing of the Faculty Council's decision.

Section 9 Non-member students who transfer to St. Paul on the Lake Catholic School will be required to meet the same requirements for eligibility as those students who have been in continuous attendance at St. Paul on the Lake Catholic School. In these cases, report cards grades from the transfer student's previous school will be averaged.

Section 10 A description of the selection procedure shall be published on the school website. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NJHS.

Section 11 The decision of the Faculty Council will be considered final upon approval of the Principal.

## Article VIII

### Responsibilities of Members

Section 1 Members are required to maintain the standards by which they were selected.

Section 2 Members are expected to attend ALL chapter meetings. Failure to attend chapter meetings may result in chapter probation or dismissal.

Section 3 Members are required to participate in the chapter service activities. Failure to participate may result in chapter probation or dismissal.

Article IX  
Discipline and Dismissal

- Section 1 Members are expected to maintain the highest standard of behavior. Behavior referrals resulting from any violation of school code/policy are subject to review from the Faculty Council. Members can be placed on probation or dismissed from the NJHS if the Faculty Council deems that the degree or frequency of such referrals is inappropriate to the integrity of the NJHS.
- Section 2 Members who fall below the standards that were the basis for their selection shall be placed on probation. They shall be notified of their membership probation in writing by the Chapter Adviser and given one marking period to correct the deficiency before being dismissed of their membership.
- Section 3 In the case of flagrant violation of school rules of the law, a member does not have to be warned of their dismissal.
- Section 4 In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.
- Section 5 For purposes of dismissal, a majority vote of the Faculty Council is required.
- Section 6 A member who has been dismissed may appeal the decision of the Faculty Council to the principal.

Article X  
Chapter Officers

- Section 1 Elections for upcoming chapter offices will be held in the spring of each year. President, vice president and secretary positions will be available for elections every year. Additional offices, such as treasurer, historian and chaplain may be available as membership numbers allow. Elections for supplementary offices may take place in the fall of the new school year. Available officer positions will be announced by the faculty advisor. Members wishing to run for are required to submit a letter of intent to the chapter Vice President not later than two weeks before the election date.
- Section 2 The election ballot will be prepared by the Vice President of the chapter.
- Section 3 Officers will be elected in a secret ballot at a regular meeting of the St. Paul Chapter by a majority vote of the membership.

Section 4 Additional officers, not designated above may be appointed at the discretion of the chapter president with the approval of the Chapter Adviser.

## Article XI

### Officer Duties and Responsibilities

Section 1 All officers are expected to follow the by-laws of the chapter and meet the requirements of membership. Failure to follow the by-laws will result in dismissal from office. Upon dismissal of office, a replacement will be appointed by the chapter president with the advice of the Chapter Adviser.

Section 2 The President presides at all meetings and publishes the chapter meeting agendas.

Section 3 The Vice President serves in the absence of the President and performs other duties as directed.

Section 4 The Secretaries record attendance and proceedings, and attend to clerical duties

Section 5 The Treasurer keeps records of all financial matters.

Section 6 The Chaplain leads prayer at meetings.

Section 7 The Historian takes pictures at NJHS sponsored events and service activities.

## Article XII

### The Executive Committee

Section 1 The Executive Committee shall consist of the officers of the chapter and the Chapter Adviser.

Section 2 All actions of the Executive Committee shall be subject to the review of the Principal.

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

Article XIII  
Meetings

Section 1 The chapter shall have regular monthly meetings during the school year on days designated by the Chapter Adviser.

Article XIV  
Activities

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

Section 2 All members shall regularly participate in NJHS service projects.

Section 3 NJHS service 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
- be well planned, organized, and executed

Section 4 Each member shall have the responsibility for choosing and completing a minimum of ten service hours each year. Hours accumulated during chapter service projects and individual service projects are included in the ten hour total. These hours may also be counted toward the eighth grade service requirement for confirmation.

Article XV  
Amendments

Section 1 The by-laws will be reviewed annually by the members of the St. Paul Chapter. Note: by-laws must be consistent with the NJHS Constitution and Handbook. Any recommended change must be approved by the Faculty Council and Principal. Upon approval of the recommended change, it will be voted on by the members. Two-thirds vote will establish the change.

Section 2 Sections dealing with revisions to the procedure for selection, disciplining, or dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed.