

**FRUIT COVE MIDDLE SCHOOL  
NATIONAL JUNIOR HONOR SOCIETY BYLAWS**

**ARTICLE I**

Name and Purpose

- Section 1: The name of this organization shall be the National Junior Honor Society of Fruit Cove Middle School (the “Chapter”).
- Section 2: The purpose of the Chapter shall be to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership, to develop character, and to encourage citizenship in the students of Fruit Cove Middle School (“FCMS”).
- Section 3: The Chapter is a local chapter of the National Junior Honor Society (“NJHS”), which is 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 of FCMS (the “Principal”) has the right to review and approve all activities and decisions of the Chapter.
- Section 2: The Principal shall annually appoint one or more chapter advisors (each a “Chapter Advisor”), who may serve consecutive terms.
- Section 3: The Principal shall be a part of the local school district appeals process for candidate non-selection or member dismissal cases.

**ARTICLE III**

The Chapter Advisor(s)

- Section 1: The Chapter Advisor(s) shall be responsible for the direct, day-to-day supervision of the Chapter and act as liaison(s) between FCMS faculty, administration, students, and community.
- Section 2: The Chapter Advisor(s) shall maintain files on membership, Chapter history, activities, and financial transactions. The Chapter Advisor(s) shall send the annual activity report to the NJHS national office.
- Section 3: The Chapter Advisor(s) shall regularly review each Member for compliance with Chapter standards and obligations.

Section 4: The Chapter Advisor(s) shall help the Chapter officers as described in Article VIII understand and carry out their duties.

**ARTICLE IV**  
Faculty Council

Section 1: The faculty council (the “Faculty Council”) shall consist of five voting faculty members appointed annually by the Principal. No principal may be included on the Faculty Council.

Section 2: The term of the Faculty Council shall be one year. Faculty Council members may be appointed to consecutive terms.

Section 3: The Chapter Advisor(s) shall be ex-officio, non-voting, additional members 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 disciplinary cases.

**ARTICLE V**  
Selection of Members

Section 1: To be eligible for new membership in the Chapter, a candidate (a “Candidate”) must be a member of the seventh or eighth grade class at FCMS.

Section 2: The Candidate must have a cumulative grade point average (“GPA”) of 3.50 in core classes. The seventh grade cumulative GPA will be based on the average of both semesters in the sixth grade. The eighth grade cumulative GPA will be the average of both semesters of the seventh grade.

Section 3: The Candidate must complete the student application, submit three faculty evaluation forms, and submit a copy of his/her transcript from the previous school year. If the Candidate fails to include any of these components for candidacy for the Chapter by the stated deadline, they will automatically be disqualified from further consideration for membership for that academic year.

Section 4: Candidates are ineligible for membership in the Chapter if they have received any disciplinary infractions.

Section 5: Candidates meeting the academic and citizenship requirements of sections 1 through 4 will then be considered for membership in the Chapter based on outstanding scholarship, service, leadership, and character.

- Section 6: A description of the selection procedure shall be published on the Chapter website. A copy will also be available in the FCMS front office. The selection procedure will be determined by the Faculty Council and shall be consistent with the rules and regulations of the NJHS.
- Section 7: The Chapter Advisor(s) will issue letters of invitation to Candidates who have met all criteria for scholarship, leadership, service, character, and citizenship to become Members of the Chapter.
- Section 8: To finalize membership, invited Candidates must attend the induction ceremony or make other arrangements with the Chapter Advisor(s) in advance.
- Section 9: The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of Members to the Chapter.

## **ARTICLE VI**

### **Membership Responsibilities**

- Section 1: Members are required to uphold all standards by which they were selected and maintain all obligations of membership.
- Section 2: Members must maintain an overall GPA of 3.50 in their core classes every quarter. Copies of quarterly report cards or transcripts will be submitted by the Member to the Chapter Advisor(s) by a stated deadline. In the event that a Member petitions a grade change from a teacher, the Chapter will honor the grade printed on the report card or transcript until official notification is received by the Chapter Advisor(s).
- Section 3: Members must complete and turn in to the Chapter Advisor(s) a total of twenty (20) annual service hours as set forth in Article X by the stated deadline.
- Section 4: Members must attend all regular and special meetings of the Chapter. There will be at least four (4) regular meetings scheduled quarterly throughout the year in order to encourage participation. Special meetings will be held prior to major or minor upcoming events or when there are undecided matters to be discussed. Failure to attend two (2) or more meetings without prior notice to the Chapter Advisor(s) will result in probation for the following nine weeks. If the Member avoids any unapproved absences from Chapter meetings during the probationary period, the Member's status will return to being in good standing. If, however, the Member accrues any further absence from Chapter meetings without prior notice to the Chapter Advisor(s) during the school year, the Member will face dismissal procedures.
- Section 5: Members must pay Chapter dues of \$20 by the stated deadline.

Section 6: Attendance at the induction ceremony is required unless special accommodations are made in advance with the Chapter Advisor(s).

Section 7: An NJHS member from another chapter who transfers from another school and brings a letter from the former principal or chapter advisor to the Chapter Advisor(s) shall be accepted automatically as a Member in the Chapter. Transfer members must meet the Chapter's standards within one semester in order to retain membership.

Section 8: Members who resign or are dismissed are never again eligible for membership in the Chapter or its benefits.

## **ARTICLE VII**

### **Discipline and Dismissal Procedures**

Section 1: To be in good standing, a Member cannot be on probationary status. This includes, but is not limited to, being on probation for GPA, not attending meetings, and/or disciplinary infractions including honor code violations, suspensions, warnings, detentions and unexcused tardiness or absences.

Section 2: A Member whose cumulative GPA falls below 3.50 at the end of a quarter shall be notified in writing that he/she is being placed on probation for the next quarter. During the probation period, he/she is allowed to participate in all Chapter activities but may not run for an office of the Chapter. If the Member's GPA returns to a 3.50 or better at the end of the quarter of probation, the probation will be lifted and the Member will be restored to good standing. Otherwise, the Member will be subject to dismissal proceedings.

Section 3: A Member who does not submit a copy of his/her quarterly report card to the Chapter Advisor(s) by the stated deadline will be put on a nine-week probation based on the fact that the minimum GPA for maintaining membership cannot be verified without it. If the Member submits a satisfactory report card for either the previous quarter during the probationary period or on time for the term of the probationary period itself, then the probation will be lifted and the Member will be restored to good standing. Otherwise, the Member will be subject to dismissal proceedings.

Section 4: Members who receive an honor code violation will be subject to dismissal proceedings.

Section 5: Members who receive a suspension from school for any length of time will be subject to dismissal proceedings.

Section 6: Members who have had two (2) disciplinary warnings will be put on probation for the following nine-week period. If the Member has no disciplinary warnings

during the probationary period, then the probation will be lifted and the Member will be restored to good standing. Otherwise, the Member will be subject to dismissal proceedings. Members who receive a dean referral due to exhausted disciplinary warnings will be subject to dismissal proceedings.

Section 7: Attendance:

a. Members who receive three (3) unexcused tardies in any quarter will be put on probationary status. Any unexcused tardy thereafter for the year will result the Member being subject to dismissal proceedings.

b. Members who receive three (3) or more unexcused absences in any quarter will be put on probationary status. Any unexcused absence thereafter for the year will result in the Member being subject to dismissal proceedings.

Section 8: Resignation from the Chapter shall involve the submission of a written statement by the resigning Member that is dated and signed by both the Member and his/her parent(s)/guardian(s). Verbal resignations are insufficient to end membership.

Section 9: A Member who resigns or is dismissed will not be eligible for the Chapter the following year.

Section 10: A Member who does not pay the annual dues by the stated deadline will be subject to dismissal proceedings.

Section 11: Right to a Hearing:

In all cases of pending dismissal, a Member has a right to a hearing before the Faculty Council and to be informed in writing of the offense(s) being considered. This is the “due process” guaranteed to all chapter members under both the NHS and NJHS national constitutions and the 14th Amendment of the U.S. Constitution (Article X, Section 4). Within five (5) school days of receiving the dismissal letter, a Member seeking this hearing should submit a letter requesting a scheduled hearing to the Chapter Advisor(s). The Chapter Advisor(s) will schedule a date and notify the Member of the date and time of the hearing.

Section 12: Formal appeals following the decision of the Faculty Council hearing should be directed to the Principal.

**ARTICLE VIII**  
Chapter Officers

Section 1: The officers of this Chapter may include: President, Vice-President, Secretary, Public Relations, or any other officer deemed necessary to carry out the work of the Chapter.

Section 2: Candidates for any office must be an eighth grade Member.

Section 3: Members on probationary status may not run for an office.

Section 4: Elections shall be held at a set meeting by secret ballot; runoffs will be conducted at that meeting or at an appropriate time.

Section 5: Possible duties of the officers are described below:

The duties of the PRESIDENT include but are not limited to:

1. Presiding over the Chapter.
2. Presiding over meetings of the Chapter officers.
3. Calling special meetings of the Chapter at large, calling special meetings of the committees or of the officers (subject to the approval of the Chapter Advisor(s) and/or Principal).
4. Coordinating Chapter service projects.
5. Assisting Chapter Advisor(s) with the induction ceremony.

The duties of the VICE-PRESIDENT include but are not limited to:

1. Presiding over the Chapter in the absence of the President.
2. Assisting Chapter Advisor(s) with the induction ceremony.
3. Directing any Chapter-sponsored fund-raising activities.

The duties of the SECRETARY include but are not limited to:

1. Keeping a complete record (including minutes) of the Chapter's meetings and activities.
2. Recording and answering all the Chapter's correspondence.
3. Keeping a complete record of the Chapter Members and their attendance.
4. Organizing Chapter files, pictures, bulletin board, and web page.

The duties of the PUBLIC RELATIONS OFFICER include but are not limited to:

1. Coordinating pictures of all Chapter activities and events.
2. Coordinating with yearbook photographers for coverage of Chapter events.
3. Providing input to the Chapter bulletin board and web page.

Section 6: An officer may be removed from office for not fulfilling the duties and responsibilities of the office and/or for having academic problems. The same procedure in Article VII used to dismiss a Member would be followed to remove an officer; however, though removed from officer status, he/she may still retain

chapter membership.

Section 7: Replacement of officers and/or committee heads who have been dismissed for any reason will be at the discretion of the Chapter Advisor(s)/Principal.

## **ARTICLE IX**

### **Executive Committee**

Section 1: The executive committee shall consist of the officers of the Chapter and the Chapter Advisor(s) (the “Executive Committee”).

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 X**

### **Service Hours**

Section 1: All Members will be required to complete twenty (20) hours of individual service hours by the stated deadline. This is in addition to any service projects that the Chapter does as a whole.

Section 2: At least ten (10) of these service hours must be at Fruit Cove Middle School.

Section 3: Only five (5) hours can be carried from summer service hours.

Section 4: Members participating in service projects are expected to behave as they would at a school function and to follow directions set by teachers or parents/sponsors.

Section 5: Failure to fulfill the required 20 hours of service will prevent the Member from participating in the end-of-year celebration and will subject the Member to the dismissal proceedings of Article VII.

## **ARTICLE XI**

### **Annual Membership Dues**

Section 1: Dues are a necessity to maintain Chapter costs for such events as our annual Induction Ceremony, t-shirts, and end-of-year field trip.

- Section 2: All dues are considered a tax credit donation.
- Section 3: The dues assessed to Members of this Chapter are set at \$20.00 per school year.
- Section 4: Failure to pay dues by the stated deadline will subject the Member to dismissal proceedings.
- Section 5: Dues are non-refundable should a Member be dismissed for any reason.

## **ARTICLE XII**

### **Meetings**

- Section 1: There will be at least four (4) regular meetings scheduled quarterly throughout the year in order to encourage participation. Meetings will be announced on the daily announcements and the NJHS web page.
- Section 2: Special meetings may also be held prior to major or minor upcoming events or when there are undecided matters to be discussed.
- Section 3: Officers are required to attend 100% of the officer's meetings unless the absence is excused in advance.
- Section 4: Members must attend all regular and special meetings of the Chapter. Failure to attend two (2) or more meetings without prior notice to the Chapter Advisor(s) will result in probation and possible dismissal procedures under Article VII.

## **ARTICLE XIII**

### **Changing the Bylaws and Adding Addenda**

- Section 1: The bylaws and any addenda shall be reviewed by each Member, officer, and Chapter Advisor annually as part of the induction and renewal of Members. At the first meeting of the year, any constituent (Member, officer, or Chapter Advisor) may propose specific changes or a formal general review of all of the bylaws and addenda. If a majority of Members vote in favor of a specific or general review going forward, the Executive Committee shall take up the review process.
- Section 2: The Executive Committee shall consider all proposed changes to the bylaws or addenda in closed-door meetings. The Executive Committee determines that a proposed change should be presented to the membership, it shall work out the exact wording of the proposed changes and vote by majority rule on a draft of changes to present before the general membership at the next general meeting. At that time, the general membership shall discuss and then vote to accept or reject the text of the Executive Committee's proposed draft.



Section 3: In both the case of changes to the bylaws and/or the creation of addenda to the bylaws, the Principal must be presented with both the previous version and the new version as approved by the general membership. The Principal must either approve or veto the changes and/or addenda to the bylaws before they go into effect.