

**Seven Springs Middle School**  
**NATIONAL JUNIOR HONOR SOCIETY**  
**BY-LAWS**

(Amended and published August, 2018)

**ARTICLE I**  
**NAME AND PURPOSE**

Section 1. The name of this organization shall be the Seven Springs 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 in students of Seven Springs Middle 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(s), who may serve consecutive terms.

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

**ARTICLE III**  
**THE CHAPTER ADVISER(S)**

Section 1. The chapter adviser(s) 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(s) 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(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser(s) 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. No principal may be included on the faculty council.

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

Section 3. The chapter adviser(s) shall be ex-officio, non-voting, member(s) 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 in NJHS is not a right of any student, but an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding Scholarship (3.5 or higher unweighted GPA, after at least one semester in attendance at the school), Character (required minimum number of points on the teacher evaluation survey), Leadership, Service and Citizenship (evaluated based upon complete responses on the Candidate Form for membership).

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. A candidate is not a member of the National Junior Honor Society until he or she has been inducted.

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 new chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits. Membership in National Junior Honor Society in middle school does not guarantee membership in National Honor Society when students move into high school.

## ARTICLE VI

### SELECTION OF MEMBERS

Section 1. Selection begins by identifying students with a 3.5 unweighted GPA or better in grade level and above level courses while having attended Seven Springs Middle School at least one semester. (*Ammended August 2016*)

Section 2. Students who meet scholarship requirements are invited to complete the Candidate Form.

Section 3. Teacher Evaluation forms will be distributed to on-campus teachers, and submitted to the adviser(s) by the specified deadline.

Section 4. Candidates must meet a pre-determined requirement in the areas leadership, citizenship, and service based on the responses on the Candidate Form.

Section 5. Candidates must meet a pre-determined point requirement in the area of character based on teacher feedback on the Teacher Evaluation forms.

Section 6. Interviews may be held with a candidate if the faculty council has questions or needs further information concerning a candidate's qualifications for membership.

Section 7. After reviewing the Candidate Form, faculty council members must reach a majority agreement on the acceptance of the candidate. Prior to notification of any candidates, the chapter adviser (s) shall present the faculty council's selection decisions to the principal.

Section 8. A description of the selection procedure (Sections 1 – 7 above) shall be published on the Seven Springs Middle School website, where it is widely 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 9. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## ARTICLE VII

### DISCIPLINE/DISMISSAL

Section 1. The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, will develop a dismissal procedure. A written description of the discipline/dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned (in writing) by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules (referral) or civil laws a member can be automatically dismissed without written warning. If a member ever receives a detention (lunch, Saturday, before/after school), he or she must self-report the detention to the NJHS Adviser. The faculty council will determine if the detention warrants a formal written warning. If a member ever receives a disciplinary referral, he or she must self-report the referral to the NJHS Adviser. The faculty council will determine whether the referral warrants automatic dismissal. If a member receives a referral and does not self-report, the result will be automatic dismissal. (*Ammended August 2016*)

Section 3. The chapter adviser(s) will be assisted by teachers and staff members in the monitoring of members' compliance with the Society's standards.

Section 4. After two written warnings for a specific violation (GPA, service hours, meeting attendance), a member can be brought before the faculty council for dismissal. (*Ammended August 2016*)

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

Section 6. A member who has been dismissed may appeal the decision of the faculty council to the building principal. The principal's decision is final.

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

## **ARTICLE VIII**

### **NOMINATION AND ELECTION OF OFFICERS**

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

Section 2. Officers shall be elected by the current 7<sup>th</sup> graders at the first meeting following the induction ceremony; or, if necessary, by the membership body at the first meeting the following fall. Newly elected officers shall shadow current officers for the remainder of the school year they are elected, and will assume their duties in the fall of the following year. If elected in the fall, the new officers will assume their responsibilities at that time.

Section 3: Officer selection process may vary during the chapter's first and second years of operation.

## **ARTICLE IX**

### **OFFICERS' DUTIES AND RESPONSIBILITIES**

Section 1. The president shall: A) have such duties and powers usually exercised by such an office; B) plan, organize, and preside over meetings; C) work with other officers and committee chairpersons to see that all assigned tasks are completed in a timely manner; D) have the power to call special meetings of the Executive Committee and general membership; E) appoint, subject to approval of Executive Committee, members to committees and to fill vacancies; and, F) serve as a liaison between membership and chapter adviser(s).

Section 2. The vice-president shall: A) in the absence of the president, have powers and duties of the president; B) serve as liaison with other National Junior Honor Society organizations; C) deal with other matters and or powers that are delegated to the position by the president or Executive Committee; D) help the adviser(s) monitor members' individual service projects.

Section 3. The secretary shall :A) ensure that minutes are recorded at all meetings; B) present the previous meeting's minutes for approval by general membership; C) serve as historian for our chapter; and, D) perform other duties as delegated by the president or Executive Committee.

Section 4. The treasurer shall:A) help the adviser(s) record and keep track of membership fees; B) help the adviser(s) keep track of financial functions and transactions; and, C) perform other duties as delegated by president or Executive Committee.

Section 5. If the office of president is vacated, the vice-president will assume the position of president. In all other offices, if a vacancy occurs, the officers will appoint members to fill the vacancy until the next election.

## **ARTICLE X**

### **EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser(s).

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 of ensuring that chapter activities and procedures follow school policy and regulations.

## **ARTICLE XI**

### **MEETINGS**

Section 1. All NJHS members shall meet the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month, unless specified otherwise by the adviser(s). Officers will have meetings with the chapter adviser(s) during the 1<sup>st</sup> and 3<sup>rd</sup> weeks of each month.  
*(Ammended August 2018)*

Section 2. The president may call special meetings approved by the executive committee.

Section 3. Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws. Meetings are student-run and are closed to outside visitors, including parents and guardians, unless otherwise expressed by the adviser(s).

Section 4: All members must wear their NJHS shirts to all meetings, and to school on meeting days. All new members must purchase a shirt, and existing members must keep their shirts looking presentable. If a member is in need of financial assistance, he or she should see an adviser.

Section 5: Members are expected to attend all meetings. Members must notify the adviser(s) in writing of any absence for a meeting prior to that meeting date. An absence is designated as "unexcused" without prior written notification. After one unexcused absence, a member will receive a written warning. After a second unexcused absence, the member will receive a second written warning. A third unexcused absence will result in the member's consideration for dismissal by the faculty council.

## **ARTICLE XII**

### **ACTIVITIES**

Section 1. The chapter shall be involved in one or more group service projects during the school year. All members are expected to be involved in at least one of the chapter's group service project(s).

Section 2. Each member shall also complete 4 individual service hours per semester. Service hours must be verified by the signature of an adult who supervised the activity; parent/guardian signatures will not verify service hours.

Section 3. Members will provide documentation of their individual service hours on a form provided by the chapter adviser(s). Documentation for service hours must be given to the adviser(s) by the specified due dates each semester.  
*(Ammended August 2016)*

Section 4: NJHS information will be posted on the school website, on the school's morning news, and on the school's television news scroll. Additional methods of communication, such as Remind 101, may also be used to share important information. Members are responsible for knowing the posted information.

## ARTICLE XIII

### AMENDMENTS

Section 1. The faculty council will review Society by-laws in the fall of each school year. By-laws may be amended by a majority vote of the faculty council.