

*McGuffey School District*

*McGuffey Middle School*

*National Junior Honor Society Handbook*



CHARACTER  
SCHOLARSHIP  
LEADERSHIP  
SERVICE  
CITIZENSHIP

**McGUFFEY MIDDLE SCHOOL  
NATIONAL JUNIOR HONOR SOCIETY  
CHAPTER BY-LAWS**

**Article I  
Name and Purpose**

- Section 1.** The name of this organization shall be the McGuffey Chapter of the National Junior Honor Society.
- Section 2.** The objective of this chapter shall be to encourage and support scholarship, leadership, and service, and to encourage the development of character in the students of McGuffey Middle School.

**Article II  
Membership**

- Section 1.** Membership in this chapter is open to students in seventh and eighth grade who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character.
- Section 2.** The candidates shall have spent at least one semester at McGuffey Middle School.
- Section 3.** For the scholarship criterion, the student must have a cumulative grade point average of 3.50 (unrounded) or better at the end of his or her sixth grade or seventh grade year to be eligible for consideration. The student may not have a letter grade of a D or an F or their equivalencies in a non-core subject.
- Section 4.** For the attendance criterion, the student may not be in violation of the McGuffey Middle School attendance policy as it is described in the student handbook.
- Section 5.** Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based upon their service, leadership, and character.
- Section 6.** When a member is dismissed, he/she must be notified in writing and his/her pin and membership card should be returned to the principal or advisor. Notice of action must be on the annual report submitted to the national secretary at the end of the school year.
- Section 7.** An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter advisor.

**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 or her membership.

### **Article III Selection of Members**

**Section 1.** The selection of members to the National Junior Honor Society shall be by a majority vote of the Faculty Council consisting of five voting members appointed annually by the advisor/principal. The chapter advisor shall be a non-voting member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

**Section 2.** Prior to selection, the following shall occur:

- a. For the scholarship criterion, a student must have a cumulative grade point average of 3.50 (unrounded) or better at the end of the second semester of his or her sixth-grade or seventh-grade year. The student may not have a letter grade of a D or an F or their equivalencies in a non-core subject.
- b. Those students who meet the scholarship criterion are invited to complete a Student Activity Information Form by a pre-determined deadline. This form provides the Faculty Council with information regarding the candidate's leadership, service and character.
- c. To evaluate the candidate's leadership and character, the Faculty Council uses three forms of criteria: first, school disciplinary records; second, school attendance records; third, solicited input from faculty members regarding their professional reflections on a candidate's character and leadership.
- d. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection.

**Section 3.** Candidates are notified regarding selection or non-selection. Following notification, a formal induction ceremony is held at the school to recognize all newly selected members.

**Section 4.** Once inducted, new members are required to maintain the same level of performance in all criteria that led to their selection. This obligation includes attendance at chapter meetings held during the school year and participation in the chapter service projects.

## **Article IV Officers**

- Section 1.** The officers shall be a president, vice-president, secretary and treasurer.
- Section 2.** A majority of votes cast by the membership shall be necessary to elect any officer of this chapter.
- Section 3.** It shall be the duty of the president to preside at the meetings of this chapter.
- Section 4.** The vice-president shall fill the chair of the president in his/her absence and assist with topics of discussions for meetings and/or speakers.
- Section 5.** The secretary shall keep the minutes of the meetings and be responsible for all official chapter correspondence.
- Section 6.** The treasurer shall keep an accurate record of all chapter activities with the guidance of the advisor.

## **Article V Meetings**

- Section 1.** The chapter shall hold a minimum of six meetings during the school year. Members are required to attend all meetings unless excused in advance by the chapter advisor or excused from school for that day.
- Section 2.** The chapter shall conduct its meetings according to *Robert's Rules of Order*.
- Section 3.** Meetings of this chapter shall be held during activity periods, and the president presides over the meeting.
- Section 4.** Special meetings, approved by the principal, may be called by the president. All meetings will be open meetings and shall be held under the sponsorship of the chapter advisor.

## **Article VI Election of Officers**

- Section 1.** The election of officers will be held annually to select student officers.

## **Article VII Activities**

- Section 1.** Service projects shall occur throughout the year.
- Section 2.** All members shall regularly participate in these projects.

## **Article VIII Amendments**

- Section 1.** The bylaws may be amended by a two-thirds vote of the chapter, provided that notice has been given to members at least two weeks prior to the meeting.
- Section 2.** No amendment or action may be taken by this chapter which would violate the National Bylaws.

## **Article IX Emblem**

- Section 1.** Each member of this chapter shall be entitled to wear the emblem/pin adopted by the National Junior Honor Society and awarded to him or her at the induction ceremony.
- Section 2.** Any member who withdraws or is dropped from the chapter shall return the emblem/pin.

## **Article X Discipline and Dismissal**

- Section 1.** Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the McGuffey Middle School chapter of the National Junior Honor Society.
- Section 2.** If a member's cumulative GPA falls below 3.50 (unrounded), and/or he or she receives a letter grade of D or F in a non-core subject, he or she will be given a written warning and a time period of two consecutive nine-week periods for improvement. If the cumulative GPA remains below 3.50 (unrounded) and/or he or she receives a D or F in a non-core subject 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.
- Section 3.** Violation of the law or school regulations as defined in the McGuffey Middle School handbook can result in dismissal of the member.

**Section 4.** In all cases pending dismissal:

- a. The member will receive written notification from the advisor or Faculty Council indicating the reason for possible dismissal. Parental notification will be sent by district mail. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must be held.
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. 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 result of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter to the student and parents/guardians. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the district discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Junior Honor Society.

**Article XI  
Supervision**

**Section 1.** The activities of this chapter shall be subject to the approval of the principal.