

CHAPTER BY-LAWS
NATIONAL JUNIOR HONOR SOCIETY of St. Mary's Catholic School Chapter

ARTICLE I
NAME AND PURPOSE

Section 1. The name of this organization shall be the St. Mary's Catholic School Chapter of the National Junior Honor Society (NJHS).

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 St. Mary's

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 advisor, who may serve consecutive terms.

Section 3. The principal shall annually appoint a five-member faculty council, some of whom may serve consecutive terms.

Section 4. The principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE III
THE CHAPTER ADVISOR

Section 1. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community.

Section 2. The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send an annual activity report to the national office.

Section 3. The chapter advisor shall perform a quarterly review of each member for compliance with Society standards and obligations.

Section 4. The chapter advisor 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 advisor shall be an ex-officio, non-voting, sixth member 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 is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisors, 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 an all-school Mass.

Section 4. A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the new school chapter adviser shall be accepted automatically as a member in the new school's chapter.

Section 5. A student member from a transferring school shall notify, in a timely fashion, the chapter advisor of the new school's chapter of his or her membership. A copy of his/her NJHS certificate must be presented. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 7. Honorary membership may be granted to individuals who have extended outstanding service to the school, or the community, in keeping with the purposes of the

National Junior Honor Society. Honorary membership may be bestowed on an outstanding student who has a disability that may prevent him/her from fully meeting the requirements for membership. Honorary membership may be bestowed on the school principal; a faculty member; or an outstanding parent volunteer. The faculty council is to use discretion in conferring honorary memberships.

ARTICLE VI SELECTION OF MEMBERS

Section 1. To be eligible for membership, the candidate must be enrolled as a member of those classes/grade levels that follow the Second Semester Sixth, Seventh, and Eighth grades. (First semester 6th graders are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. Some students, including students of military parents, are required to move with parents or guardians who have transferred in their work. In such cases, based on the recommendation of the principal from the previous school, the semester regulation may be waived. (See Article IX Section 1 of the National Constitution)

Section 2. Candidates must have a cumulative scholastic average of 93% or better. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3. The selection of each member to the chapter shall be by a majority vote of the five-member faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication which is widely available, in a timely fashion, 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 5. 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 NJHS, 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 which were the basis for their selection shall be promptly warned (verbally and in writing) by the chapter advisor and given one quarter grading period to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not have to be warned. Specifically, a member who is suspended, whether in-house or out-of-school, may be automatically dismissed without warning.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have the right to written notification of charges and a hearing before the faculty council.

Section 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6. The National Council and the NASSP shall not hear appeals in dismissal cases.

ARTICLE VIII NOMINATION AND ELECTION OF OFFICERS

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

Section 2. Officers shall be elected at a regular meeting of the St. Mary's School Chapter. If there are no elected officers by the beginning of the school year, the nomination and election of officers shall be the first order of business. If possible, nomination, election, and installation of new officers should be done within one month of the beginning of the school year.

Section 3. A candidate who is nominated must be seconded. As far as nominations are concerned, a candidate may be nominated for only one office position during the election process.

Section 4. Each active member is entitled to one vote per office position per ballot.

Section 5. For all officer elections, democratic principles shall be employed, with an emphasis on fairness.

Section 6. New officers shall be installed in a special ceremony at a chapter meeting, or at a school Mass.

Section 7. Special elections may be called at any time during the school year to fill any vacancies that may arise. For specifics, see Section 6, Article IX.

ARTICLE IX OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1. The duties of the president are:

- 1) He/She shall preside at chapter meetings and provide direction at the meetings.
- 2) He/She shall be the chief overseer of all chapter projects and activities.
- 3) He/She shall be responsible in seeing that everyone does their part in all chapter activities and projects.
- 4) He/She shall be the most visible member of the NJHS local chapter and be its chief representative. The president shall be the model for others in planning, listening, organizing, and leading others to do the same.
- 5) He/She shall perform other duties that the chapter advisor may assign as deemed necessary.

Section 2. The duties of the vice-president are:

- 1) He/She shall take over the duties of chapter president in the absence of the president.
- 2) He/She shall be present in all chapter meetings and be as well informed as the president in all chapter projects and activities.
- 3) He/She may be assigned as Coordinator of Committees.
- 4) He/She will assist the president and may be delegated to help in supervising the operation of the entire organization.
- 5) He/She shall perform other duties that the chapter president or chapter advisor may assign as deemed necessary.

Section 3. The duties of the secretary are:

- 1) He/She shall record attendance and chapter meeting minutes.
- 2) He/She shall maintain a current directory of all NJHS members in the St. Mary's School Chapter; the directory must include each member's name, phone number, mailing address, and email address (if available).
- 3) He/She shall provide the president, the chapter advisor, and the historian a copy of the chapter minutes in a timely fashion.
- 4) He/She shall attend to any clerical duties for the local chapter.
- 5) He/She shall perform other duties that the chapter president or chapter advisor may assign as deemed necessary.

Section 4. The duties of the treasurer are:

- 1) He/She shall be responsible for accurate and complete accounting of funds. This includes keeping all receipts and records of any transactions of funds.
- 2) He/She shall keep a ledger of funds received, and funds expended, including dates of transaction and a brief description of the transaction.
- 3) He/She shall be able to show a balance of accounts (balance sheet) at the end of the school year.
- 4) He/She shall coordinate with the chapter advisor, and the school treasurer regarding the policies in effect for the proper handling of all funds.

Section 5. The duties of the historian are:

- 1) He/She shall maintain documentation and records of all chapter activities outside of the chapter minutes. This documentation includes photography and journaling of all civic and community projects and activities.

- 2) He/She shall maintain and update the NJHS Bulletin Board.
- 3) He/She shall maintain and update the school NJHS webpage.
- 4) He/She shall write and submit an annual report summary of all the chapter accomplishments and activities to the chapter advisor.
- 5) The historian shall assist the president, secretary and the treasurer in the performance of their duties as need fit.

Section 6. In the event that a chapter officer resigns or is dismissed from office, a special election shall be called to fill in the vacancy in the next scheduled chapter meeting. If the vacancy is that of the chapter presidency, the vice-president automatically becomes the new chapter president. In such case, a special election will be called to fill in for a new chapter vice-president.

ARTICLE X THE EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter advisor.

Section 2. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE XI MEETINGS

Section 1. The St. Mary's Catholic School Chapter shall meet regularly once each month on a day designated by the chapter advisor. The time and place of said meeting shall be set by the chapter advisor or the chapter president.

Section 2. Each member shall be required to attend all regularly set meetings as stated above. Attendance shall be recorded and maintained by the chapter secretary.

Section 3. Absence from meetings must have prior approval from the chapter advisor. A Note of Excuse must be submitted to the chapter secretary within 48 hours, if able.

Section 4. Special meetings approved by the executive committee may be called by the president. Members are also required to attend special meetings called by the executive committee. The same protocol for absences for such special meetings will also apply as stated above in Section 3.

Section 5. Absence without a valid excuse will constitute an Unexcused Absence. Dismissal procedures will be initiated after the second Unexcused Absence.

Section 6. Valid absences from scheduled Chapter meetings include: absence due to illness, scheduled school-sponsored events, medical/dental appointments, medical/dental emergencies, out-of-town family emergencies, or bereavement.

ARTICLE XII ACTIVITIES

Section 1. The chapter shall be involved in two major service projects during the school year.

Section 2. Each member shall be involved in all service projects as approved by the chapter advisor.

Section 3. Service projects may be projects that involve the school, the community, leadership, citizenship, scholarship (academic), and character improvement. Ideas and suggestions for special chapter projects may be found in the NJHS Handbook (1998), pp. 4-37 to 4-39.

Section 4. Final approval of all chapter projects is subject to approval by the school principal.

ARTICLE XIII COMMITTEES

Section 1. A committee may be formed consisting of two or more members who will be in charge of a specific chapter project.

Section 2. A committee chairperson may be selected among its members. The committee chairperson shall be responsible for overseeing and supervising the operation of the committee project assignment.

Section 3. The committee shall coordinate with and report to the executive committee.

ARTICLE XIV AMENDMENTS

Section 1. Chapter by-laws may be subject to amendment by the faculty council.

Section 2. Amendments may include but not limited to: member selection procedures, voting procedures, warnings, and member dismissal procedures.

Section 3. A special faculty council meeting shall be called for a motion of an amendment.

Section 4. A motion for an amendment may be initiated by the chapter advisor, or a member of the faculty council. Motion must be seconded. A majority vote is required for an amendment to pass.