**By-Laws of the Baines chapter of the**

**National Junior Honor Society**

**ARTICLE I: NAME AND PURPOSE**

**Section 1**. The name of this organization shall be the Baines Middle School chapter of the National Junior Honor Society.

**Section 2.** The purpose of the 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 secondary schools.

**ARTICLE II: THE NASSP STUDENT LEADERSHIP ADVISERY COMMITTEE**

**Not applicable**

**ARTICLE III: STATE ORGANIZATIONS**

**Not applicable**

**ARTICLE IV: LOCAL CHAPTERS**

**Section 1.** Any secondary public school is eligible to apply for a local chapter.

**Section 2.** Deleted.

**Section 3.** Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

**Section 3.** The chapter will pay an annual dues affiliation fee approved by the NASSP Board of Directors.

**Section 4**. The annual individual member dues paid to the chapter shall be ten dollars.

**Section 5.** Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter.

**ARTICLE V: 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 member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.

**Section 3.** The principal shall annually appoint a 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 a candidate not being selected and the disciplining or dismissal of members.

**III. 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 the faculty, administration, students, and the 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, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

**Section 6.** The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

**ARTICLE VII: THE FACULTY COUNCIL**

**Section 1.** The Faculty Council shall consist of five (5) vot**i**ng faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (See commentary in chapter 3 regarding the functions of 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 Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider not selecting a candidate, dismissal, other disciplinary actions, and warning cases.

**Section 4.** 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 this Constitution and NJHS policies.

**V. MEMBERSHIP**

**Section 1.** Membership in the chapter is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2.** Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding

service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council might also award honorary membership to school officials, principals, teachers, NJHS advisers, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status (See Chapter 3 of the *National Honor Society Handbook* for additional information).

**Section 3.** Candidates become members when inducted at a special ceremony.

**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 BMS chapter adviser shall be accepted automatically as a member in the BMS chapter. Transfer members must meet the 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.

**Section 6.** The NJHS adviser shall nominate members in good standing for the National Junior Honor Society Outstanding Achievement Award, thus reviewing eligibility requirements for nominations.

**ARTICLE IX: SELECTION OF MEMBERS**

**Section 1.** To be eligible for membership the candidate must be in the second semester of seventh grade. Candidates must have been in attendance at the school the equivalent of one semester.

**Section 2.** Candidates must have a cumulative average of at least 85.0% in the

school’s core academic classes for the second semester of sixth grade and first semester of seventh grade for eligibility. Candidates may have no more than one N in conduct during this eligibility period and may not have any U's in conduct. Candidates shall be evaluated on the basis of scholarship, service, leadership, character, and citizenship by using the **Candidate Selection Rubric**.

The Faculty Council and Adviser will complete a rubric for each prospective candidate. The Faculty Council will compile all the necessary information to complete the rubric as described below:

• **Prospective Member Evaluation Form** – Seventh grade teachers will complete the evaluation form on each prospective candidate.

• **One Semester Attendance** – The prospective candidate must have attended Baines Middle School a minimum of one complete semester to be eligible for membership.

• **GPA** - The prospective candidate must have a minimum GPA of

85.0%. There will be no weighting of grades for GT classes or classes taken for high school credit. **Must maintain a cumulative, overall middle school average of 85.0% in ALL courses with numerical grades and have no failing final grades in any courses.** **No electives are to be considered in the determination of the GPA.**

**Section 3.** The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Candidates must have a total score of 85 points or better on the Candidate Selection Rubric to become a member. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council’s deliberations.

**Section 4.** A description of the selection procedure shall be published in an official school publication that 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 NJHS.

**Section 5.** NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

**ARTICLE X: DISCIPLINE AND DISMISSAL**

**Section 1.** The Faculty Council, in compliance with the rules and regulations of the National Junior Honor Society, shall determine the procedure for dismissal. A written description of the 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 warned in writing by the chapter adviser.

* Selection for membership is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. Members not meeting these standards shall be placed on probation for a period of six weeks.
* A member with a grade deficiency shall be placed on probation and given six weeks to improve their grade(s).
* A member with three absences shall be subject to immediate dismissal. Absence excuses should be submitted to the chapter adviser within 3 school days.
* Each member shall complete ten (10) hours of service each semester. A portion of these hours must be completed in service to Baines Middle School. The hours must be documented and the documentation turned into the chapter adviser at the end of each semester on the due date given by the chapter adviser. Any member that fails to submit the NJHS Service Hours Record by the due date shall be subject to immediate dismissal without warning.
* In the case of flagrant violation of the school rules or civil laws, a member is subject to immediate dismissal without warning.

**Section 3.** A member who has exceeded two probationary periods shall be subject to immediate dismissal.

**Section 4.** In all cases of impending dismissal, a member shall have the 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 and thereafter under the same rules for disciplinary appeals in the school district according to the Constitution of the National Junior Honor Society.

**Section 7.** NASSP shall hear no appeals in dismissal cases.

**ARTICLE XI: CHAPTER OFFICERS**

**Section 1.** The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal. The Officers and their duties are as follows:

* **President** - The President conducts the meeting. Following parliamentary procedure, he or she starts the meeting, guides the membership through old and new business and ends the meetings.
* **Vice-President** - The Vice-President conducts the meeting in the absence of the President. He or she is responsible for coordinating programs and committees. The Vice-President creates sign up sheets for activities and committees.
* **Treasurer** - The Treasurer keeps track of any money collected (including dues). He or she gives a financial report at each meeting.
* **Secretary** - The Secretary keeps the attendance for each meeting. He or she also records the minutes (a summary) of the meetings and reads the minutes from the previous meeting. The Secretary writes thank you notes from the membership when needed.
* **Parliamentarian** - The Parliamentarian makes sure that parliamentary procedure is being followed. He or she keeps order in the meetings.
* **Historian** – The Historian takes pictures of events and develops a scrapbook for the end of the year.

All officers are members of the executive committee. They are all expected to take a leadership role in meetings and when working on projects. Additional officers may be elected as needed each new year.

Members interested in running for office should complete an officer application. The application must be signed by a parent. Candidates will be screened for discipline referrals, grades, and conduct (if available). Candidates must not be on probation. The eligible candidates will be allowed to campaign following the guidelines on the application. A majority of the votes cast shall be necessary to elect any chapter officer.

**Section 2.** New officers shall be installed at a special ceremony.

**ARTICLE XII: EXECUTIVE COMMITTEE**

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

**Section 2.** The executive committee shall have a general supervision of the affairs of the chapter between its business meetings, making recommendations to the chapter, plan the regular meetings, and perform other duties deemed necessary by the Faculty Council.

**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 meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

**Section 2.** The chapter shall hold monthly meetings.

**Section 3.** The chapter president or other designated student leader may call special meetings approved by the executive committee.

**Section 4.** The chapter shall conduct meetings according to *Robert's* *Rules of Order*, *Newly Revised* in all points not expressly provided for in the Constitution or these by-laws.

**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 these projects.

**Section 3.** These projects shall have the following characteristics:

• Fulfill a need within the school or community.

• Have the support of the administration and faculty.

• Be appropriate and educationally defensible.

• Be well planned, organized, and executed.

**Section 4.** Each member shall have the option of choosing and participating in a service project that reflects his or her particular talents and interest. This is in addition to the chapter projects to which all members contribute.

**Section 5.** The chapter shall publicize its projects in a positive manner.

**ARTICLE XV: OFFICIAL INSIGNIA**

**Section 1.** Each active, graduate or honorary member shall be entitled to wear the emblem of the National Junior Honor Society.

**Section 2**. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

**Section 3.** The motto of the National Junior Honor Society shall be *Light is the*

*Symbol of Truth.*

**Section 4.** The official colors of the National Junior Honor Society shall be blue and white.