

BELHAVEN MIDDLE SCHOOL
NATIONAL JUNIOR HONOR SOCIETY
BY-LAWS

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ARTICLE I
NAME AND PURPOSE

Section 1. The name of this organization shall be the Belhaven 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 Belhaven 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) from school faculty, who may serve consecutive terms.

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 the case of non selected candidates, and the disciplining or dismissal of members.

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 a 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.

Section 5. The chapter adviser(s) shall be an ex officio, non voting, additional member(s) of the Faculty Council and shall facilitate meetings of the council.

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.

Section 5. The faculty council will review Society by-laws and selection procedures in the fall of each school year. By-laws may be amended by a majority vote of the faculty council. At no time may any other governing body amend these chapter by-laws. If a change is requested to the existing bylaws, the change and the reason for the change must be received in writing by the Faculty Council. The change and the reason for change will be read and reviewed at the next Faculty Council meeting and a vote will be taken.

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 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.

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 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 marking period in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE VI SELECTION OF MEMBERS

Section 1. Selection begins by identifying students with a cumulative 3.85 GPA or better in level and above level courses while having attended Belhaven Middle School at least two marking periods. Students who are ineligible due to a more recent enrollment at Belhaven may provide a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation from the previous school, the Faculty Council may waive the two marking periods regulation.

Section 2. Students who meet scholarship requirements are notified by letter. Included in the mailing is an activity questionnaire to be filled out by the student, and two recommendation forms to be distributed by the student.

Section 3. Candidates submit the questionnaire, essay, and recommendation forms by the specified deadline.

Section 4. Candidates must meet a minimum requirement out of 20 possible points in the areas of leadership, character, service, and citizenship calculated from the activity questionnaire. The faculty council members discuss the candidate's eligibility based on the application submitted.

Section 5. After reviewing the candidate's questionnaire and discussion of the candidate's qualifications, faculty council members vote by secret ballot on the acceptance of the candidate for membership. Majority vote decides membership. Prior to notification of any candidates, the chapter advisor (s) shall review with the principal the results of the Faculty Council's deliberations.

Section 6. A description of the selection procedure (Sections 1 – 5 above) 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 7. 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 or civil laws a member does not, necessarily, have to be warned.

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

Section 4. Teachers will be provided with a list of members. Discipline referrals may be copied to chapter adviser(s) whenever necessary. The faculty council shall determine when an individual has exceeded a reasonable number of warnings or referrals.

Section 5. In all cases of impending dismissal, a member shall have a right to written notification of charges.

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, treasurer, and historian.

Section 2. Officers shall be elected by the current seventh grade members 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 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.

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 the approval of the 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) monitor members' individual service projects.

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

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

Section 5. The historian shall: A) be responsible for the taking of photos and keep photographic evidence of chapter events; B) perform other duties as delegated by president or Executive Committee.

Section 6. 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. The Belhaven Middle School Chapter shall meet a minimum of once per marking period or as many as two times per month.

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, Newly Revised* in all points not expressly provided for in these by-laws.

ARTICLE XII ACTIVITIES

Section 1. The chapter shall be involved in one or more service projects during the school year. All members shall regularly participate in these projects.

Section 2. Each member shall be involved in an individual service project as approved by the chapter adviser(s).

Section 3. Members will provide documentation of their individual service project on a form provided by the chapter adviser(s). Documentation must be given to the vice-president no later than May 30 of the current school year.

When students submit their hours it must include a contact person as well as their (first/last name, phone number, and email).