

National Junior Honor Society Immaculata Catholic School Chapter Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1 - The name of this chapter shall be the St. Francis Chapter of the National Junior Honor Society of Immaculata Catholic School.

Section 2 – The purpose of this chapter shall be to create an enthusiasm for learning, promote service to others, promote worthy leadership and citizenship, and to encourage the development of character in students of Immaculata Catholic School as followers of Christ.

ARTICLE II: MEMBERSHIP

Section 1 – Membership in this chapter shall be known as active and honorary. Honorary members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2 – Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, citizenship, and character.

Section 3 – Eligibility

- a. Candidates eligible for election to this chapter must be in the second semester of sixth grade or grades seven through eight.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Immaculata Catholic School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 90% in Language Arts, Science, Social Studies, and Math. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1 – The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser(s) shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2 – Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section 3 - The selection of new active members shall be held once a year after the end of the school year to take into account the full body of work for the 6th, or 6th and 7th grade year.

Applications will be sent out in the fall of the following year and the induction ceremony will be that fall.

Section 4 - Candidates become members when inducted at a special ceremony.

Section 5 – Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6 – 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 adviser(s).

Section 7 - 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 IV: DISCIPLINE AND DISMISSAL

Section 1 – Any member who falls below the standards of scholarship, leadership, character, citizenship or service may be considered for dismissal from the St. Francis chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section 2 – If a member's cumulative GPA falls below the standards in effect when he or she was selected, (90%), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration for dismissal from the chapter.

Section 3 – If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4 – Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 5 – Offenders of the school conduct code will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member

is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6 – In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser 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 still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him or her in writing that will be presented to the Faculty Council at a hearing 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 for dismissal any member.
- c. The result of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed through the school 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.

Section 7 – In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate. At Immaculata Catholic School we expect our National Junior Honor Society students to be the best examples of Christian disciples who follow Immaculata's Way of Life. Specifically for the St. Francis Chapter at Immaculata Catholic School:

- a. All students, at the first meeting are made aware of these disciplinary procedures. This serves as their warning, and they will sign a form recognizing that they have been informed of these procedures.
- b. The first time a student is asked to leave a meeting due to disruptive or inappropriate behavior a letter will be sent to the student, parents, and Faculty Council. The second time a student is asked to leave a meeting due to disruptive or inappropriate behavior a letter will be sent to the student, parents, and Faculty Council, and the student will be suspended from the chapter and miss the next two chapter meetings. The third time a student is asked to leave a meeting due to disruptive or inappropriate behavior a letter will be sent to the student, parents, and Faculty Council, and there will be a meeting with the student, parents, and principal to consider dismissal from the chapter.
- c. If a student receives a detention he or she will miss one meeting and a letter will be sent to the student, parents, and Faculty Council. If a student receives two detentions he or she will miss two meetings and another letter will be send to the student, parents, and Faculty Council. If a student receives three detentions, another letter will be sent to the parents, student, and Faculty Council stating that the Faculty Council will meet to determine if the student should be dismissed. The student and parents may present a letter and documentation to the advisor(s) to support allowing the student to remain in NJHS. The advisor(s) will, in turn, present this letter to

the Faculty Council for its members' consideration. The number of detentions is cumulative for the year.

d. In accordance with our Student Handbook Discipline Policy, "since it is impossible to foresee all problems that can arise, this clause empowers the" adviser(s), Faculty Council, and/or principal "to take disciplinary actions for any behavior that violates the spirit and philosophy of Immaculata Catholic School, even if not specified in the discipline issues addressed herein". Depending on the severity of consequences for violating school rules, steps in the disciplinary policy for this chapter may be skipped and lead directly to a meeting with the Faculty Council to consider dismissal from the chapter.

ARTICLE V: OFFICERS

Section 1 – The officers of the chapter shall be president, vice president, secretary, treasurer, and parliamentarian.

Section 2 – Student officers shall be elected at the second meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3 – A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4 – It shall be the duty of the president to preside at the meetings for this chapter.

Section 5 – The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6 – The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7 – The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. The treasurer will also keep track of completed student service hours and report to the faculty adviser(s).

Section 8 - The Parliamentarian shall ensure that all members abide by meeting rules and bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

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

Section 2 – The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

Section 1 – Meetings of this chapter shall be bimonthly on the second and fourth Monday of the month.

Section 2 – This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3 – All chapter members are expected to attend all regularly scheduled chapter meetings.

ARTICLE VIII: 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 the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4 - Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. It cannot be connected to other service for other organizations. The total number of service hours required for each student is 5.

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

ARTICLE IX: EMBLEM

Section 1 – Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Junior Society.

Section 2 – Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3 – Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

ARTICLE X: DUES

Section 1 – There currently no dues for this chapter.

Section 2 – If/ when dues are enacted they will be payable to the chapter treasurer within 30 days in induction.

ARTICLE XI: POWERS

Section 1 – This chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2 – The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3 – These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1 – These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2 - Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Date: October 18, 2013