

**Nolan Ryan Junior High Chapter
National Junior Honor Society
2022-2023 Bylaws**

Name and Purpose

The name of this organization shall be the Nolan Ryan Junior High Chapter of National Junior Honor Society (NJHS).

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 good citizenship in the students of secondary schools.

Membership Criteria

- Grades - must maintain an overall GPA of 4.9 or better
- Attendance - follow compulsory attendance rule (if student qualifies for NJHS, must also meet attendance rules for meetings, events, etc.)
- Discipline - no ADAPT, OSS, or excessive ISS (as determined by campus principal).
- Must turn in all necessary paperwork such as completed application
- Must have attended the school at least one semester (unless transferring in from another chapter)
- NJHS members are required to obtain 15 service hours every school year
- NJHS members are required to uphold the pillars of NJHS and promote leadership, scholarship, character, citizenship, and service
- A faculty council consisting of six members (adviser plus five additional faculty members) must vote on eligible candidates.
 - The adviser is a NON-VOTING member of the committee

Dues

- Amount- 20.00(one time fee)
- Collected by the adviser prior to induction
- Use- Covers the cost of the induction ceremony items such as decorations, refreshments, certificates, etc.

Attendance Policy

- Meetings will be held monthly or bi-monthly as determined by the executive committee.
- All members must attend 70% of meetings during the year.
- In the event that students are not able to attend, they must contact the adviser prior to the meeting for approval.

Officers:

- Officers are expected to attend and speak in the Spring Induction Ceremony for new members. All officers are expected to serve as a leader in volunteer hours, conduct, and commitment to NJHS for all members.
- In order to run for the offices of president or vice president, the student must be an 8th grade member and have served in the organization at least one year prior to running for office.

- Candidates with the highest member vote are awarded the election for that office.

Positions and Duties

- **President:** *(Must be an 8th Grader, and 2nd year NJHS member)* Attend all officer meetings, and whole group meetings. Serve as a liaison between adviser and members. Work with adviser and officers to organize NJHS activities, fundraiser, and projects. Keep up with members not fulfilling their duty to NJHS. Maintain a positive attitude with members, officers, adviser, school staff, and all students. Oversee officers to ensure they are upholding their duties and standards of NJHS. Assist in planning the Spring Induction Ceremony.
- **Vice President:** *(Must be an 8th Grader, and 2nd year NJHS member)* Complete the duties of the president in case of the president's absence. Help president with meetings and keeping general order. Work with president to organize NJHS activities, fundraiser, and projects. Maintain accurate list of NJHS members. Provide secretary and adviser with members list. Keep attendance at meetings. Assist in planning the Spring Induction Ceremony.
- **Secretary:** Keep notes on officer and whole-group meetings. Provide officers and advisers with list of minutes from meetings. Oversee the creation of posters, newsletters, etc. for NJHS activities. Oversee the creation of the presentations for monthly meetings.
- **Treasurer:** Keep up with NJHS budget. Keep notes on how much money is left in the budget, and what is spent on each activity. Report budget to members at meetings. Provide secretary with budget report. Give recommendations for approval or disapproval of financial activities.
- **Parliamentarian:** Keep the order of the meetings- be familiar with [Robert's Rules of Order](#). Assist president with the conduct of the meeting. Assist organization with the drafting of and amending of bylaws for the organization. Produce handout at meetings of basic parliamentary procedures. Be present at all meetings.
- **Historian:** Takes pictures of NJHS fundraisers, projects, and events. Fills in any officer duty not present for meetings. Provide officers and advisers with pictures from events to update website, advertise, and promote NJHS. Create a yearly album/yearbook of NJHS available by the end of the school year.
- **Service and Fundraising Chair:** Research service opportunities in the school and community. Relay those opportunities to adviser, officers, and other members. Assist adviser in fundraising as needed. Assist adviser and organization with service projects as needed.

Membership responsibilities

- General meeting days shall be designated by the executive committee. Additional meetings may be called for special circumstances. Committee meetings will be organized on other various days and times. Attendance is required for all meetings. If it is

necessary to miss a meeting or activity, the member must fill out the required form and give it to the chapter adviser two days after the meeting. Three unexcused absences will result in dismissal. Conflicts between organizations should be discussed with the adviser before they occur.

- A minimum of fifteen hours of community service per school year is part of the requirements for NJHS. Each student is also expected to participate in the chapter's annual service project.
- A cumulative average of 85 must be maintained by members. Failure to do so will result in a warning letter for a nine-week probationary period. Failure to improve the average will result in dismissal.
- Conduct marks below satisfactory will result in a 30 day probationary period and a warning letter during which the conduct grade must be improved. Failure to do so will result in dismissal.
- Any conduct which results in assignment to In-School Suspension or suspension from school warrants immediate disciplinary action by the Faculty Council and/or the Chapter Adviser(s). Assignment for one to three days will cause the member to be placed on probation. Any additional assignments may result in dismissal.
- An act which brings criticism to the member, NJHS, or Nolan Ryan Junior High school will result in a warning letter and a probationary 6 week period.
- Any act of cheating, which is documented or verified by a faculty member, will result in immediate dismissal.
- Only one warning letter is allowed during membership. Any act which would warrant a second letter results in dismissal.

Discipline and dismissal

- Students must stay at or above the selection standard, as stated in the NJHS Bylaws
- Students must be given an improvement period, either on or off probation, if an issue or incident occurs
- "Flagrant violation" can result in immediate removal
- The selection committee will also serve as the hearing and dismissal committee
- Disciplinary action may range from a warning letter and probationary period to immediate dismissal as deemed appropriate by the Faculty Council and /or Chapter Adviser(s).

***Probation may range from the member being required to attend all meetings and working any required activity but not being allowed to participate in any social functions, etc. to complete suspension from activities as a member. The length of the probationary period and specific activities disallowed will depend upon the infraction and will be determined by the Faculty Council and/or the Chapter Adviser(s). The Chapter Adviser(s) will notify the member of the probation decided upon.

Due Process: A member who wishes to question disciplinary action may request a meeting with the Faculty Council. The request must be made in writing and given to the Chapter Advisor(s) within five days after the disciplinary action is discussed with the member. After appealing to the Faculty Council, the due process procedure outlined in the Nolan Ryan Junior High Student/Parent Handbook will be in effect.

My signature below certifies that I have read and fully understand the above rules of the National Junior Honor Society and agree to adhere to each one if I am selected.

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Student Signature

Date

As the parent/guardian of a student eligible to apply for membership in NJHS, I certify that I have read and understood the rules and will strive to help my child adhere to these rules if he/she is selected.

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Parent/Guardian Signature

Date