



Ridge Road Middle School National Junior Honor Society Chapter Bylaws

Chapter Bylaws of the Ridge Road Middle School Chapter of the National Junior Honor Society

ARTICLE I: NAME

The name of this chapter shall be the Ridge Road Middle School Chapter of the National Junior Honor Society.

ARTICLE II: PURPOSE

The purpose of this chapter 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 Ridge Road Middle School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See www.njhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: FACULTY COUNCIL

Section 1: The faculty council shall consist of five undisclosed voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.

Section 2: The term of the faculty council shall be one academic year. Members may be appointed to consecutive terms.

Section 3: The chapter advisor(s) shall be non-voting sixth/seventh members of the faculty council.

Section 4: The faculty council shall put on probation those students who fall below standards outlined in the by-laws. Students on probation are still expected to attend meetings and meet the other membership requirements.

Section 5: The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

Section 6: Appeals of non-selection or dismissal shall begin with a written letter of appeal to the principal. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE V: MEMBERSHIP

Section 1: 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, character, and citizenship.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be in the second semester of sixth grade or members of the seventh, or eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Ridge Road Middle School.
- c. Candidates eligible for election to the chapter shall be on A or A/B honor roll and have a 90% average for the previous two quarters.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.
- e. Candidates eligible for election to the chapter shall have no suspensions in their disciplinary record for the preceding semester. Minor offenses should be limited to no more than two in the preceding semester. Minor offenses may preclude candidates from eligibility at the discretion of the faculty council.

Section 4: All members are subject to a review of their eligibility each quarter.

ARTICLE VI: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting member of the faculty council.

Section 2: The selection of active members shall be held at least once a year during the second semester of the school year. In special cases, the selection of members may be held at either the beginning or end of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. All candidates shall submit a short essay (12 point font) of four to five paragraphs explaining how they embody scholarship, service, leadership, character, and citizenship.

d. The faculty council shall review the candidate information forms and other relevant information to determine those who fully meet the selection criteria for membership.

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

Section 5: An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: 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/her membership.

ARTICLE VII: OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 30 days of induction.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Members experiencing financial hardship may be exempted from the paying of dues with the discretion of the faculty council. Members must submit a financial hardship request within 30 days of induction.

ARTICLE VIII: OFFICERS

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

Section 2: Student officers shall be elected at the first meeting of each school year, except when circumstances necessitate a special election to be held. All 8th grade members are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3: Voting shall be by secret ballot. 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. A quorum of at least fifty percent of the active members must be present in order to vote.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

- Preside with the Adviser at all meetings.
- Work with an Adviser throughout the school year.
- Meet with the Adviser prior to meetings to discuss meeting notes, etc.

- Assist or prepare an agenda/meeting notes for each meeting.
- Research on fundraising and community service ideas.

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.

- Assume the role of President in the absence of the President.
- Work with the Adviser and President throughout the school year.
- Assist or prepare an agenda/meeting notes when needed.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

- Record minutes at each meeting. Add additional notes and information to agenda/meeting notes as needed.
- Keep track of attendance.
- Take photographs of events.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

- Take the lead on fundraising campaigns.
- Report about the budget/account at meetings.
- Must be thorough when it comes to understanding numbers, money, and budgeting.

Section 8: Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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.

Section 9: Any officer put on probation or dismissed for failing to meet the criteria of membership will be removed from office for the remainder of the school year. A special election will be held at the next scheduled meeting to fill the officer vacancy.

Section 10: The executive committee shall meet monthly. A special meeting may be called by the president with the faculty advisor's approval.

Section 11: Officers who are absent from more than two executive committee meetings a semester will be put on probation. Any officer on probation who continues to be absent from meetings will be dismissed from office pending a majority vote of the faculty council.

ARTICLE IX: MEETINGS

Section 1: Regular meetings of this chapter shall be held monthly. Special meetings can be called by the president with approval of the adviser.

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

Section 3: Members are expected to attend chapter meetings. Failure to regularly attend scheduled meetings may result in probation or dismissal.

ARTICLE X: 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 which 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.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

Section 6: Each member shall be responsible for completing 10 service hours per quarter unless otherwise stated. A verification sheet must be submitted by the deadline with the appropriate information and signatures in order for members to remain in good standing.

ARTICLE XI: DISCIPLINE AND DISMISSAL OF MEMBERS

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

Section 2: If a member's quarterly grade average falls below the standard in effect when he/she was selected, he /she will be given a written warning and placed on probation. Member's will be given one quarter for improvement. If the cumulative grade point average remains below standard at the end of the probationary period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter. This will also apply to each member's quarterly service hour requirements.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). Any violation resulting in a suspension from school will be grounds for dismissal. 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 or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6: In all cases of pending dismissal:

- a. The member will receive written notification from the adviser indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered 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.

ARTICLE XII: RATIFICATION, APPROVAL, AND REVIEW

Section 1: These bylaws will be initially approved upon receiving a majority affirmative vote of the faculty council and approval by the administration.

Section 2: These bylaws shall be reviewed annually by the executive committee and faculty council. Unless amendments are suggested, the executive board and faculty council shall vote to reaffirm the bylaws each year.

ARTICLE XIII: AMENDMENTS

Section 1: These bylaws may be amended by a majority vote of the executive committee and the faculty council provided notice of the proposed amendment has been given to members at least one week prior to the vote.

Approved on : October 1, 2023