Matapeake Middle School
National Junior Honor Society Bylaws

Article I: Name

Section 1. The name of this organization shall be the National Junior Honor Society of Secondary Schools – Matapeake Chapter. The National Constitution shall serve as the general guideline for all chapter functions, and these bylaws shall amplify sections of the National Constitution and clarify the operating procedures of the chapter. The National Junior Honor Society Handbook shall be consulted when issues arise that are not covered by the National Constitution or the Matapeake NJHS Bylaws.

Article II: Purpose

Section 1. The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Matapeake.

Article III: Role of the Principal, Chapter Advisor(s), Faculty Council, and Executive Committee

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.

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 non-selection of candidates, and the disciplining or dismissal of members.

Section 5. The Principal shall communicate to the Chapter Advisor any issues concerning National Junior Honor Society brought to his/her attention by members of the community that would directly impact the selection or dismissal of a student. Under no circumstance is the Principal to serve as a member or even an observer of the Faculty Council's deliberations pertaining to the selection or dismissal of a student.

Section 6. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community. Section 7. 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 8. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 9. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 10. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 11. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 12. In addition to the above responsibilities listed under Article VI of the National Constitution, the Advisor(s) shall 1) review each member for compliance with society standards and obligations within one week after the end of each quarter; 2) approve all chapter activities and provide the Principal with a written record of chapter activities; 3) read and develop a familiarity with the Constitution of the National Junior Honor Society and the Matapeake bylaws; 4) attend all meetings and functions, including those of the Faculty Council; 5) hand applications and by-laws to scholastically eligible students prior to the second Friday in October; 6) collect all applications from interested students by the forth Friday in October; 7) involve Chapter members in the development and review of selection and dismissal procedures and guidelines; 8) ensure that the Faculty Council follows national and local guidelines for procedure; 9) facilitate discussions of the Faculty Council in order to maintain objectivity and professionalism during the review of each case; 10) serve as an advocate for each student whose name or case is brought before the Faculty Council by assuring that the Council considers only relevant and valid information in a fair and consistent manner; 11) interview teachers who give students a below-average evaluation; 12) notify applicants by mail of selection/non-selection by the third Friday in November; 13) hold an induction ceremony by the second Friday in December; and 14) provide written documentation to the Principal if the Faculty Council violates the National Constitution or the Matapeake Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Section13. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section14. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section15. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section16. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

Section17. In addition to the above responsibilities listed under Article VII of the National Constitution, the Faculty Council shall 1) read and develop a familiarity with the Constitution of the National Junior Honor Society and the Matapeake Bylaws prior to meeting with the Principal prior to the first school day; 2) follow all stated guidelines and procedures in all aspects of the chapter's activity; 3) consult with the Chapter Advisor concerning questions of policy and/or procedure and refer all questions from parents concerning the National Junior Honor Society to the Chapter Advisor; 4)

review student applications and meet with the Chapter Advisor to select new members by the second Friday in December; 5) maintain objectivity and professionalism during the review of each case; 6) examine each individual case as a group in such manner as to allow every member to evaluate and comment on every case; 7) provide written documentation to the Principal if the Chapter Advisor violates the National Constitution or the Matapeake Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Section18. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section19. 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 bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section20. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section21. In addition to the above responsibilities listed under Article XII of the National Constitution, the Executive Committee shall determine the dues structure and make recommendations concerning the bylaws, time and place of meetings, meeting agendas, special projects, member obligations.

Article IV: Membership

Section 1. Membership in the Matapeake Chapter of the National Junior Honor Society is an honor bestowed upon a student. Membership is not a right or an elective position, but rather a privilege enjoyed by those students who demonstrate outstanding scholarship, character, leadership and service. Membership is not automatically conveyed simply because a student achieves a 3.5 GPA or submits a NJHS Application Form. Students must be enrolled at Matapeake Middle for the two full semesters to be considered for membership. Once selected, members have the responsibility to continue to demonstrate and document these qualities.

Section 2. Annual dues set by the Executive Committee and approved by the membership. Dues may not exceed $20.00. Membership shall not be denied due to a member's inability to pay.

Section 3. Membership shall be known as active and honorary.

Section 4. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or

foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 5. Candidates become members when inducted at a special ceremony.

Section 6. An NJHS member who transfers to another school and brings a letter from the 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 semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article V: Selection/Dismissal of Members

Section 1. To be eligible for membership the candidate must be a member of the 7th or 8th Grade Classes.

Section 2. Candidates must have a cumulative GPA of at least 3.5 on a 4.0 scale as determined by the guidance department and Principal. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The council may request written (signed) faculty recommendations, interviews with candidates, or any other verifiable information about each candidate and his or her activities which define the candidate's leadership, service, character, and citizenship.

Section 4. 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. A committee consisting of the executive committee members, the members of the Faculty Council, shall collectively or individually review the selection procedure for clarity and provide any suggested changes to the Faculty Advisor once each school year. Pursuant to Article IX, Section 4 of the National Constitution, only the Faculty Council may vote on the selection and/or dismissal procedures.

Section 5. A description of the selection procedure shall be published in a timely fashion on the Matapeake Middle School Website. Copies of the selection process and all attendant forms shall be available from the Chapter Advisor.

Section 6. The selection of members for the Matapeake chapter of the National Junior Honor Society shall be conducted as follows:

1. All 7th or 8th Grade students at Matapeake who have a cumulative GPA of 3.5 will be notified by the chapter advisor and provided with a copy of the National Junior Honor Society Application Form by the third Friday in November. This form shall provide documentation of the candidate's character, leadership, citizenship and service. Candidates must request faculty recommendations that speak to the candidate's character, leadership, citizenship and/or service.

2. Completed NJHS forms shall be reviewed by the Faculty Council pursuant to

Section 3 above. Students who fail to complete the NJHS form or fail to turn the form in by the date set by the Faculty Council will not be considered for membership.

3. Candidates who are selected for membership by a majority vote of the Faculty Council shall be inducted into the chapter.
4. Students who are selected, and their parents, shall be notified of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NJHS by the first Friday in January.

Section 7. The procedure for non-selection will be as follows:

1. Students who are not selected for membership in the NJHS shall be notified in writing of their non-selection by the first Friday in January. Specific reasons need not be given.
2. Students who wish to appeal the decision of the Faculty Council may submit an appeal in writing to the Principal by the second Friday in January.
3. The Principal shall hear all appeals from non-selected students. Following a discussion with the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the principal may ask the Faculty Council to reconvene to review the situation.

Section 8. Outline and Reason for Conducting Initial Warnings and Dismissals from the Matapeake Chapter of the National Junior Honor Society will be as follows:

1. Students shall be provided with a written explanation of the obligations of membership in the National Junior Honor Society. All members are expected to uphold the standards by which they were selected. Failure to do so may result in dismissal.
2. So as not to fall below the chapter's overall GPA standard, members of NJHS should maintain a minimum quarterly GPA of 3.5. Members can receive an academic warning letter for falling below the quarterly GPA of 3.5. If a student's cumulative GPA is in jeopardy of falling below the chapter's academic GPA selection standard (3.5), he/she will be given a written warning and a time period for improvement. If the student does not maintain the minimum 3.5 GPA standard after the time period stated in the warning letter, the student will be subject to further disciplinary action by the Faculty Council. This may include consideration of dismissal from the chapter.

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 consideration of dismissal from the chapter.
4. If a member violates national, State, or local law(s) he or she will be subject to immediate dismissal based upon a majority vote of the Faculty Council.
5. A student that is a member of the NJHS and is given an office referral for a minor and/or major infraction can face consequences of membership status in NJHS. Repeated infractions can result in dismissal from the Matapeake NJHS chapter.

6. Dismissal of a member is based on a majority vote of the Faculty Council. 7. If a member is dismissed, the Faculty Council shall provide written notice of the decision to the member, his or her parent, and the principal. The letter should inform the dismissed member of the appeal procedure.
8. Any dismissed member may appeal the decision of the Faculty Council to the principal, who will then follow the local district appeals process.
9. Members who resign must do so in writing and will never again be eligible for membership or its benefits.

Article VI: Meetings

Section 1. The chapter shall have regularly called meetings during the school year on days designated by the Executive Committee and in accordance with school policy and regulations. The Chapter Advisor reserves the right to cancel meetings provided they are rescheduled. An attempt should be made to hold one meeting each six weeks.

Section 2. The installation of new officers shall occur during a ceremony on one of the scheduled meeting days.

Section 3. Attendance at NJHS meetings is an expectation for NJHS members. Excessive unexcused absenteeism prevents the chapter from fulfilling its goals and makes it difficult to disseminate information. Students with excessive unexcused absences will be subject to the dismissal process.

Article VII: Duties and Responsibilities of the Organization, Officers, Advisor and Members:

Section 1. The Matapeake chapter of the National Junior Honor Society shall create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character and citizenship. As an organization, it will seek to develop a culture of pride and respect within the school and establish a history of fairness and consistency.

Section 2. The Officers (and their duties) of the Matapeake Chapter of the National Junior Honor Society are as follows:

President

- Create the agenda for all meetings with the advice and consent of the officers and the advisor.
- Preside at all meetings of the Matapeake National Junior Honor Society and meetings of the executive committee.
- Appoint necessary committees and delegate leadership responsibilities of service projects and activities.
- Serve as ex-officio member on committees and projects.
- Preside at the Induction Ceremony and deliver the speech on "Leadership."
- Represent the Matapeake Chapter of the National Junior Honor Society at all public occurrences.

- See that the names of all persons who participated in each service project and attended each meeting are submitted to the advisor with the help of the Secretary and Treasurer in order that the Advisor may fulfill the responsibility of notifying and informing those not fully participating of the responsibilities of NJHS membership.
- Maintain close communication with the Chapter Advisor.
- Set an example of scholarship, leadership, character, citizenship and service for others to follow.

Vice – President

- Preside at all meetings and perform all duties in the absence of the President.
- Lead and organize at least one major chapter service project.
- Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and problems.
- Perform any duties delegated by the President.
- Coordinate projects and help plan the calendar for the year.
- Deliver an Induction Ceremony speech on "Character."
- Set an example of scholarship, leadership, character, citizenship and service for others to follow.

Secretary

- Keep minutes of all meetings.
- Keep accurate attendance of all meetings and service projects and report to the President and the Advisor the names of any members who have become inactive.
- Conduct correspondence with the President, Advisor, and the Administration and elements of the community when necessary.
- With the Chapter Historian, collect all publicity, clippings, and/or photographs for the chapter.
- Deliver an Induction Ceremony speech on "Scholarship."

- Set an example of scholarship, leadership, character, citizenship and service for others to follow.

Treasurer

- Maintain with the Advisor a financial record of all income and expenditures for the period the officer holds office.
- Recommend fundraising activities and collect dues.
- Deliver an Induction Ceremony speech on "Citizenship."
- Set an example of scholarship, leadership, character, citizenship and service for others to follow.

Historian/Reporter

- Collect and bind all Induction Ceremony speeches for posterity, and make an effort to obtain whatever speeches were delivered in the past and are, to date, lost in order to build a collection and a tradition.
- Aid the Secretary in press, publicity and photography tasks.
- Assure that there is a collection of photographs of NJHS activities for the Matapeake Yearbook, school bulletin boards, and press releases.
- Deliver the Induction Ceremony speech on "Service."
- Set an example of scholarship, leadership, character, citizenship and service for others to follow.

Section 3. In addition to the duties outlined in Article III, Section 6-12 of these bylaws, the duties and responsibilities of the Advisor are as follows:

1. Set an example of scholarship, leadership, character, citizenship and service for others to follow.
2. Approve all chapter activities and inform the Principal of such activities. 3. Maintain all chapter records and send the annual report to the national office. 4. Attend all meetings and assure that proper procedure is followed by the officers. 5. Provide direction to chapter members concerning opportunities for service. 6. Work with the Faculty Council in selecting, disciplining, or dismissing members. 7. Promote chapter activities.
8. Stimulate positive action by members.

Section 4. Members of the Matapeake chapter of the National Junior Honor Society shall fulfill the following duties and responsibilities:

1. Maintain the standard by which they were selected.
2. Attend meetings on a regular basis.
3. Participate in a majority of the planned chapter service projects.

4. Document a minimum of 10 hours of community service each year by completing at least one individual service project, participating in fund-raising activities, and participating in chapter service activities.
5. Attend and participate in the induction ceremony for new members.
6. Set an example of scholarship, leadership, character, citizenship and service for others to follow.

Article VIII: Election/Removal/Replacement of Officers

Section 1. Election. Nominations for each office of the following year's Executive Committee will be made by current and new members by the end of March. An official ballot will be distributed to each member of the chapter and will be controlled by signing off on the membership list. The candidate who receives the most votes for each office shall be notified of their selection.

Section 2. Removal. If the membership wishes to remove from office an officer of the Executive Committee they must provide written documentation detailing the reason(s) for removal to the Chapter Advisor. The Chapter Advisor shall provide the documentation to the Faculty Council and the officer facing removal. A special meeting will be held by the membership, and the officer shall have an opportunity to defend himself/herself before the membership and Faculty Council. The Removal of officers may be recommended by a 2/3 vote of the membership conducted via secret ballot. The Faculty Council shall have the final majority vote on any removal from office.

Section 3. Replacement. In the event an office comes open during the school year, the procedure outlined in Section 1 above will be followed in order to fill the vacancy.

Article IX: Rules of Order

Section 1. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

Article X: Ratification of Bylaws

Section 1. Chapter bylaws shall be voted on by the current membership (with the exception of Article 5), and approved by the Faculty Council and the Principal.

Article XI: Amending the Bylaws

Section 1. If changes to the bylaws become necessary, those changes shall be proposed in writing, distributed to the membership for review and discussion, and brought to a vote. A 2/3 vote of the membership is required to amend the bylaws. Changes to the selection procedures, discipline procedures, and dismissal procedures may only be made by the Faculty Council; however, membership input is encouraged.