

# FRUIT COVE MIDDLE SCHOOL

## NATIONAL JUNIOR HONOR SOCIETY BYLAWS

### ARTICLE I

#### Name and Purpose

- Section 1:** The name of this organization shall be the National Junior Honor Society of Fruit Cove Middle School.
- Section 2:** The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership, to develop character, and to encourage citizenship in the students of Fruit Cove 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, who may serve consecutive terms.
- Section 3:** The principal shall be a part of the local school district appeals process for non-selection or dismissal cases.

### ARTICLE III

#### The Chapter Advisers

- Section 1:** The chapter advisers 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 advisers 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 advisers shall regularly review each member for compliance with the Society standards and obligations.
- Section 4:** The chapter advisers shall help the chapter officers understand and carry out their duties.

## **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 shall be an ex-officio, non-voting, sixth member 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.

## **ARTICLE V**

### Selection of Members

- Section 1:** To be eligible for new membership, the candidate must be a member of the seventh or eighth grade class at Fruit Cove Middle School.
- Section 2:** The candidate must have a cumulative grade point average of 3.50 in core classes. The seventh grade cumulative GPA will be based on the average of both semesters in the sixth grade. The eighth grade cumulative GPA will be the average of both semesters of the seventh grade.
- Section 3:** The candidate must complete the student application, submit three faculty evaluation forms, and submit a copy of their report card from the previous school year. If the student fails to include any of these components for candidacy for the NJHS, they will automatically be disqualified from further consideration.
- Section 4:** Students will not be considered for membership if they have received any disciplinary infractions and/or more than three unexcused absences for the current school year.
- Section 5:** Students meeting these academic and citizenship requirements will then be considered for membership based on outstanding scholarship, service, leadership, and character.
- Section 6:** A description of the selection procedure shall be published on the Fruit Cove Middle School NJHS website. A copy will also be available in the front office. The selection procedure will be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society.
- Section 7:** The adviser(s) will issue letters of invitation to students who have met all criteria for scholarship, leadership, service, character, and citizenship.
- Section 8:** To finalize membership, students must show their acceptance of invitation by attending the induction ceremony.

**Section 9:** The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## **ARTICLE VI**

### **Membership Responsibilities**

**Section 1:** Candidates are required to uphold all standards by which they were selected and maintain all obligations of membership.

**Section 2:** Members must maintain an overall GPA of 3.50 in their core classes every quarter. Copies of quarterly report cards will be submitted by the NJHS member to the adviser by a stated deadline. In the event that a member petitions a grade change from a teacher, it will be the policy of the chapter to honor the grade printed on the report card until official notification is received by the chapter adviser.

**Section 3:** Members must complete and turn in to the adviser a total of **twenty (20)** service hours by the stated deadline.

**Section 4:** Members must attend at least 75% of all regular and special meetings of the chapter. Meetings will be held prior to major or minor upcoming events or when there are undecided matters to be discussed. There will be at least four quarterly mandatory meetings throughout the year in order to encourage participation. Failure to attend meetings without prior approval from the adviser will result in a one (1) point deduction per incident (see Article VII Addendum).

**Section 5:** To finalize membership, members must pay dues of \$10 by the stated deadline.

**Section 6:** Attendance at the induction ceremony is required unless special accommodations are made in advance.

**Section 8:** 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 school's chapter. Transfer members must meet Fruit Cove'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 VII**

### **Discipline and Dismissal Procedures**

**Section 1:** To be in good standing, a member cannot be on probationary status. This includes, but is not limited to, being on probation for GPA, not attending meetings, disciplinary infractions, and/or poor character (see Article VII Addendum).

**Section 2:** A member whose cumulative GPA falls below 3.50 at the end of a quarter shall be notified in writing that he/she is being placed on probation for the entire quarter immediately following the grading period. During the probation period, he/she is allowed to participate in all chapter activities except to run for office. If the members' GPA returns to a 3.5 or better at the end of the quarter of probation, the probation will be lifted. Otherwise, the member is subject to dismissal. The member will be notified in writing by the adviser of the right to a hearing. The member also has the right to resign prior to the dismissal.

**Section 3:** A member who does not submit a copy of his/her quarterly report card to the adviser by the stated deadline will receive a one (1) point deduction per incident (see Article VII Addendum).

**Section 4:** Resignation from the NJHS shall involve the submission of a written statement by the resigning member that is dated and signed by both the student and his/her parent(s). Verbal resignations are insufficient to end membership.

**Section 5:** A member who resigns or is dismissed will not be eligible for the NJHS the following year.

**Section 6:** A member who does not pay the annual dues by the stated deadline will be dismissed from the NJHS.

**Section 7:** In cases of pending dismissal, the adviser shall permit any member and member's parent(s)/guardian(s) the right to a hearing. The member will be granted five (5) school days in which to file a written appeal to the chapter adviser requesting a hearing. The adviser will schedule a date and notify the student/parent of the date and time of the hearing.

**Section 8:** Formal appeals following the decision of the faculty adviser hearing should be directed to the principal.

## **ARTICLE VIII**

### **Chapter Officers**

**Section 1:** The officers of this chapter may include: President, Vice-President, Secretary, Public Relations, or any other officer deemed necessary to carry out the work of the chapter.

**Section 2:** Candidates for any office must be an eighth grade member.

**Section 3:** Members on probationary status may not run for an office.

**Section 4:** Elections shall be held at a set meeting by secret ballot; runoffs will be conducted at that meeting or at an appropriate time.

**Section 5:** Possible duties of the officers are described below:

The duties of the **PRESIDENT** include but are not limited to:

1. Preside over the NJHS chapter.

2. Preside over meetings of the office of NJHS.
3. Call special meetings of the chapter at large, to call special meetings of the committees or of the officers (subject to the approval of the adviser and/or principal).
4. Coordinate chapter service projects.
5. Assist NJHS Adviser with induction ceremony.

The duties of the **VICE-PRESIDENT** include but are not limited to:

1. Preside over the NJHS chapter in the absence of the President.
2. Assist NJHS Adviser with induction ceremony.
3. Directs any NJHS-sponsored fund-raising activities.

The duties of the **SECRETARY** include but are not limited to:

1. Keep a complete record (including minutes) of the chapter's meetings and activities.
2. Record and answer all the chapter's correspondence.
3. Keep a complete record of the NJHS members and their attendance.
4. Organizes NJHS files, pictures, bulletin board, and web page.

The duties of the **PUBLIC RELATIONS** include but are not limited to:

1. Coordinates pictures of all NJHS activities and events.
2. Coordinates with yearbook photographer for coverage of NJHS events.
3. Provides input to bulletin board and web page.

**Section 6:** An officer may be removed from office for not fulfilling the duties and responsibilities of the office and/or for having academic problems. The same procedure used to dismiss a member would be followed to remove an officer; however, though removed from officer status, he/she may still retain chapter membership.

**Section 7:** Replacement of officers and/or committee heads who have been dismissed for any reason will be at the discretion of the adviser/principal.

## **ARTICLE IX**

### Executive Committee

**Section 1:** The executive committee shall consist of the officers of the chapter and the chapter advisor.

**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 chapter membership.

**Section 3:** The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## **ARTICLE X**

### **Service Hours**

**Section 1:** All members will be required to complete twenty (20) hours of individual service hours by the stated deadline. This is in addition to any service projects that the organization does as a whole chapter.

**Section 2:** Ten (10) of these service hours must be at Fruit Cove Middle School and 10 hours will be community service. However, all 20 hours can be performed at Fruit Cove Middle School if desired.

**Section 3:** Only five (10) hours can be carried from summer service hours.

**Section 4:** Students participating in service projects are expected to behave as they would at a school function and to follow directions set by teachers or parents/sponsors.

**Section 5:** Failure to fulfill the required 20 hours of service will prevent the member from participating in the end-of-year field trip.

## **ARTICLE XI**

### **Annual Membership Dues**

**Section 1:** Dues are a necessity to maintain NJHS costs for such events as our annual Induction Ceremony, t-shirts, and end-of-year field trip.

**Section 2:** All dues are considered a tax credit donation.

**Section 3:** The dues assessed to members of this chapter are set at \$10.00 per school year.

**Section 4:** Failure to pay dues by the stated deadline will result in dismissal from the NJHS.

**Section 5:** Dues are non-refundable should a member be dismissed for any reason.

## **ARTICLE XII**

### **Meetings**

**Section 1:** There will be at least four quarterly mandatory meetings throughout the year in order to encourage participation. Meetings will be announced on the daily announcements and the NJHS web page.

**Section 2:** Meetings may also be held prior to major or minor upcoming events or when there are undecided matters to be discussed.

**Section 3:** Officers are required to attend 100% of the officer's meetings unless the absence is excused.

**Section 4:** Failure to attend meetings without prior approval from the adviser will result in a one (1) point (see Article VII Addendum).