



**Constitution and By-laws**  
**NATIONAL JUNIOR HONOR SOCIETY**  
**LURAY MIDDLE SCHOOL**  
**2015-2016**



ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the Luray Middle School Chapter of the National Junior Honor Society.

Section 2. 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 citizenship in the students of Luray Middle School.

Section 3. The NJHS of Luray Middle School shall be under the sponsorship and supervision of the National Junior Honor Society of Secondary Schools (NJHS).

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 member of the faculty as chapter adviser (sponsor), 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.

ARTICLE III: THE CHAPTER ADVISOR

Section 1. 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 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser (sponsor) shall send the annual report to the National Office.

Section 3. The chapter adviser shall regularly review each member for compliance with NJHS standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be an ex-officio, nonvoting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

#### ARTICLE IV: THE FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, nonvoting, sixth member of 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 Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, or other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

#### ARTICLE V: MEMBERSHIP

Section 1. Membership into the NJHS of Luray Middle School is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. 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 NJHS. Honorary members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. An NJHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school 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 5. Members who resign or are dismissed are never again eligible for membership or its benefits.

#### ARTICLE VI: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of the seventh or eighth grade at Luray Middle School.

Section 2. Candidates must have a minimum Grade Point Average (GPA) of 3.75 from the previous academic year to be eligible to apply, and this does **NOT** guarantee membership.

Section 3. Candidates shall then be evaluated on the basis of scholarship, service, leadership, character, and citizenship.

Section 3. DESCRIPTION OF SELECTION PROCESS - 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 application packet, which consists of "Student Activity Form", two teacher recommendations, and an essay for further consideration for selection.
- c. The faculty council shall also consider attendance and discipline when determining membership.
- d. With the assistance of a matrix and point system, the faculty council will score a variety of factors to determine membership which are as follows: attendance, the "Student Activity Form," two teacher recommendations, an essay, and behavior.
- e. Candidates who do not turn in the completed application by the set due date are ineligible for membership for that academic semester.

Section 4. The selection of each member to the chapter shall be by a majority vote of the faculty council, consisting of five faculty members appointed by the Principal. The chapter advisor shall be the sixth non-voting, ex-officio member of the faculty council.

Section 5. A description of the selection procedure as part of the by-laws (see above) shall be available to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rule and regulations of the National Junior Honor Society.

Section 6. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Section 7. The selection of new active members shall be held once or twice a year depending on the needs by the faculty council.

Section 8. Candidates become members when inducted at a special ceremony.

Section 9. Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 10. 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 advisor.

Section 11. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter upon presentation of a letter signed by his/her former principal certifying membership.

#### ARTICLE VII: APPEALS PROCESS

According to the LMS NJHS By-Laws and Constitution, the principal shall hear all appeals.

In cases where students are not admitted as a member to NJHS, or are in cases where students are punished or dismissed from NJHS, students and their parents may appeal through the principal in the following process:

Section 1. The principal requests the appeal in writing stating any pertinent information that will aid in the decision.

Section 2. The principal will read the appeal and then file with the application.

Section 3. The principal will review the application for membership or the infraction for punishment or dismissal.

Section 4. The principal will consult with members of the faculty council for clarification of their initial determination.

Section 5. The principal has the right to ask for more information from any of the invested parties.

Section 6. The principal will make a final decision within five school days after receiving the initial appeal.

Section 7. The principal will communicate decision to the faculty council, the student, and the parents.

## ARTICLE VIII: DISCIPLINE AND DISMISSAL

Section 1. The procedure of dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. Except in the case of flagrant violation of school rules or civil laws, in which case a member does not necessarily have to be warned.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

### A. DESCRIPTION OF DISMISSAL PROCEDURES

#### **1. Referral write-ups (may be reviewed on a case-by-case basis at the discretion of the Faculty Council and principal)**

- a. 1<sup>st</sup> offense: Written warning and parent notification
- b. 2<sup>nd</sup> offense: Revocation of membership
- c. Any Flagrant violation (fighting, drugs, stealing, etc.) resulting in suspension: automatic revocation of membership

#### **2. Failure to meet NJHS requirements (reviewed by sponsor)**

- a. 1<sup>st</sup> offense: Written warning and parent notification with a set goal to meet within a given timeframe.
- b. 2<sup>nd</sup> offense: Revocation of membership for members who fall below the GPA requirement and/or fall below the minimum requirements of attendance, participation, and service hours.
- c. 7<sup>th</sup> grade members who do not fulfill the individual service requirement will be expected to complete their service hours during their 8<sup>th</sup> grade year, in addition to the 8<sup>th</sup> grade requirements.

Section 4. For the purpose of dismissal, a majority vote of the Faculty Council is required.

Section 4. In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the faculty council.

Section 5. A member who has been dismissed may appeal the decision of the faculty council to the school principal.

Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

## ARTICLE IX – OFFICERS

Section 1. The officers of this chapter shall be president, vice president, secretary, treasurer, and historian/public relations officer.

Section 2. Student officers shall be elected each school year. All 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 vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. A description of each officer’s duties shall be established by the advisor and membership to be included in this Constitution that specifically outlines responsibilities and obligations.

## ARTICLE X - MEETINGS

Section 1. Chapter meetings will be held at least once a month during school after the Induction Ceremony and will be run by the chapter adviser.

Section 2. Special meetings called by the chapter adviser may also be held.

Section 3. Members must attend all meetings unless their absence is excused due to an illness or other academic commitment.

## ARTICLE XI - ACTIVITIES

Section 1. Members shall individually or as a group volunteer for service activities throughout the year.

Section 3. All members shall regularly participate in these projects.

Section 4. The chapter advisor (sponsor) will organize, facilitate, and track individual and group service projects as well as determine the amount of time reasonable for required service hours.

Section 5. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the chapter adviser, be appropriate and educationally defensible, as well as be well-planned, organized, and executed.

Section 6. The chapter shall publicize its projects in a positive manner.

## ARTICLE XII – DUES

Section 1. Annual dues for this chapter shall be \$0.00. The amount shall be subject to the approval of the membership of the chapter.

## ARTICLE XIII - AMENDMENTS

Section 1. These By-Laws will be reviewed annually by the Chapter Members. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL JUNIOR HONOR SOCIETY CONSTITUTION AND HANDBOOK. Any recommended change must be approved by the faculty council and the principal. Upon approval of the recommended change, it will be reviewed and put to a vote by the membership. Two-thirds vote will establish a change.

Section 2. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can only be changed by the Faculty Council, though input from the chapter is allowed.

