



## By-Laws

### **Article I: Name and Purpose**

#### Section 1.

The name of this chapter shall be the Palm Valley Academy Chapter of the National Junior Honor Society.

#### Section 2.

The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and character, and to encourage citizenship in the students of Palm Valley Academy.

### **Article II: Powers**

#### Section 1.

This chapter operates under the direction of and in full compliance with the NJHS National Constitution.

#### Section 2.

The chapter advisers are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

#### Section 3.

Final authority on all activities and decisions of the chapter resides with the school principal.

#### Section 4.

Our chapter of the National Junior Honor Society 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, or disability.

### **Article III: Membership**

#### Section 1.

Membership is an honor and a privilege bestowed upon deserving students by the faculty and shall be based on outstanding scholarship, leadership, service, citizenship, and character.

#### Section 2.

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 new school's chapter. Transfer members must meet this chapter's standards within one semester in order to retain membership.

#### Section 3. Eligibility

- a. Candidates eligible for selection to this chapter must be members of the seventh or eighth grade class and must be in attendance at Palm Valley Academy for a minimum of one semester.
- b. Scholastic criterion for eligibility for all members is a minimum 90% over-all average, each quarter.

c. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, citizenship, and character.

## **Article IV. 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 once a year during the second semester.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility. GPA determination for this is a 90% over-all average for all scholastic work completed thus far this school year, including a 90% average in the quarter selection occurs.
- b. All students who are eligible scholastically (i.e. candidates) shall be notified and asked to complete and submit the Candidate Form for further consideration.
- c. Student candidates will be required to obtain 2 supporting references from faculty members.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations, 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.

## **Article V. Obligations of Members**

**Section 1.** Annual dues for this chapter shall be \$5. Dues will be payable to the chapter within 30 days of induction for new members and by the first meeting of the year for returning members. Failure to pay dues on time will result in a probationary period set by the Faculty Council.

**Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege 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 have the privilege of wearing the emblem of the chapter revoked.

**Section 4.** Each member of this chapter is required to attend all meetings of this chapter.

Monthly (General) meetings will be held after school, the dates of which shall be posted in advance. Additional meetings may be called based on need.

**Section 5.** In the event a member is unable to attend a general or special meeting, notification of at least one day in advance to the chapter adviser is necessary to excuse the absence.

Members must check in with the faculty adviser or an NJHS officer for details

of the missed meeting. Members who miss a meeting without the absence being excused will be placed on probation until the next meeting date. If the member is again absent without excuse, dismissal from the chapter will be considered.

Section 6. Each member of this chapter is required to participate in the service projects decided upon by the chapter. In addition, each member must participate in two other service experiences each quarter.

Section 7. Each member of this chapter is required to maintain a quarterly GPA of 90% for all courses.

## **Article VI. Officers**

Section 1. The officers for this chapter shall include: president, vice-president, secretary, treasurer, parliamentarian, and historian. All officers are expected to participate in all chapter activities, including service projects and meetings.

Section 2. Student officers shall be elected at the last meeting of the school year. All returning members in good standing with the chapter are eligible to run for a position as 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 an 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.

Section 4. It shall be the duty of the president to preside over all chapter meetings and events, and to be the student representative of the group for all chapter business (in school and out of school). The president will require prior consent of the chapter adviser for all decisions and/or chapter business, and will work together with the chapter adviser as liaison between faculty, administration, students, and community.

Section 5. The vice-president shall assist the president with all executive duties, and/or to substitute for all duties of the president in his/her temporary absence. The vice-president shall also keep a record of members' contributions to community service. The vice-president shall serve as the coordinator of committees and must chair an important committee. As committee coordinator, the vice-president shall serve as an ex-officio member of each committee and shall attend committee meetings as possible. The office of the vice-president does not immediately assume the duties and responsibilities of the president if the office of presidency should be suddenly vacated (see VI. Sections 2-3).

Section 6. The secretary shall keep the minutes and attendance records for meetings and shall be responsible for all official correspondence. The secretary shall also prepare the agenda for meetings after the executive committee has decided on agenda items. The secretary shall distribute the agenda ahead of time to all members, via the Edmodo page. After meetings, the secretary shall post minutes to the Edmodo page.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer shall also review and evaluate budget requests for committee projects, as well as preparing the annual budget for approval by

the executive committee. Additionally, the treasurer shall serve as chair of the fundraising committee.

Section 8. The parliamentarian shall be responsible for chapter publicity and retention of the by-laws. In addition, the parliamentarian shall assist members in understanding the rules of parliamentary procedure, shall work closely with the presiding officer during meetings to make sure members are properly given the floor to speak and shall assist the secretary in making sure enough members are present at the meeting for properly voting quorum.

Section 9. The historian takes pictures of all NJHS events and posts them to the Edmodo page as well as saving them in an annual file that is turned in to the chapter adviser at the end of the school year.

Section 10. Officers of NJHS cannot serve as officers of Student Council. Section 11. Officers who repeatedly fail to fulfill their duties as stated in these by-laws shall be removed from their post as decided by the Faculty Council (See VIII. Section 6).

## **Article VII. Activities**

Section 1. The chapter shall determine one service project for each quarter of the school 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 of choosing and participating in two additional service projects or experiences in each quarter of the school year. These projects should reflect the member's particular talents and interests. Copies of each member's Community Service Tracker should be brought to the last meeting of each quarter and should show a record of both service activities in which the member participated. Summer experiences will count towards the First Quarter requirement.

Section 5. Failure to participate in and fulfill the above mentioned service activities will result in disciplinary action on the part of the Faculty Committee and could lead to the member's dismissal from NJHS.

Section 6. This chapter shall publicize and promote its projects in a positive manner.

## **Article VIII. Discipline and Dismissal of Members**

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

Section 2. If a member's quarterly grade point average falls below the standard in effect when he/she was selected (90% in all classes), he/she will be given a written warning and the remainder of the marking period (until the next report card) for improvement. If the quarterly GPA remains below standard at the end of the probationary period, the student will be subject to further disciplinary action by the Faculty Council that can include consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to, receiving OSS, 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. Members who violate the student code of conduct (receiving ISD, unexcused absences, excessive tardiness, etc.) will receive written warning notification and placed on probation for the remainder of the marking period. If the member is involved in another violation of the student code of conduct, the member will be considered for dismissal.

Section 5. Members on probation lose their voting rights but maintain their obligations to attend and participate in chapter meetings and events. Once their probationary period is over and the Faculty Council has deemed them eligible, members on probation may return to the status of members in good standing.

Section 6. 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 7. In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity 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 a 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 and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the principal and afterwards according to the provisions of the school district discipline policies.
- e. A member who is dismissed or resigns from the chapter may never again be considered for membership in the National Junior Honor Society.

## **Article IX. Ratification, Approval, and Review**

Section 1. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority vote of the Faculty Council, and approval by the administration.

Section 2. These bylaws shall be reviewed annually and, if necessary, revised as per the needs of the chapter members, adviser, and/or administration.

## **Article X. Amendments**

Section 1. These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III, IV, and VIII, which are developed by the Faculty Council with the approval of the principal.