

PALM VALLEY ACADEMY

NATIONAL JUNIOR HONOR SOCIETY 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: 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(s), who may serve consecutive terms.

Section 3

The principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE III: THE CHAPTER ADVISER(S)

Section 1

The chapter adviser(s) 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(s) shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3

The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4

The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

ARTICLE IV: THE 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(s) shall be ex-officio, non-voting, member(s) 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: MEMBERSHIP

Section 1

Membership in NJHS is not a right of any student, but an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding Scholarship (3.75 or higher unweighted GPA, after at least one semester in attendance at the school), Character (required minimum number of points on the teacher evaluation survey), Leadership, Service and Citizenship (evaluated based upon complete responses on the Candidate Form for membership).

Section 2

The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

Section 3

Candidates become members when inducted at a special ceremony. A candidate is not a member of the National Junior Honor Society until he or she has been inducted.

Section 4

A National Junior Honor Society member who transfers to 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 the new chapter's standards within one semester to retain membership.

Section 5

Members who resign or are dismissed are never again eligible for membership or its benefits. Membership in National Junior Honor Society in middle school does not guarantee membership in National Honor Society when students move into high school.

ARTICLE VI: SELECTION OF MEMBERS

Section 1

Selection begins by identifying students with a 3.75 unweighted GPA or better in grade level and above level courses while having attended Palm Valley Academy at least one semester.

Section 2

Students who meet scholarship requirements are invited to complete the Candidate Form.

Section 3

Any student meeting the criteria will be considered and evaluated based on service, leadership, character, and citizenship. Teacher Evaluation forms will be distributed to on-campus teachers and submitted to the adviser(s) by the specified deadline.

Section 4

Candidates must meet a pre-determined requirement in the areas leadership, citizenship, service and character based on the responses on the Candidate Form.

Section 5

After reviewing the Candidate Form, faculty council members must reach a majority agreement on the acceptance of the candidate. Prior to notification of any candidates, the chapter adviser (s) shall present the faculty council's selection decisions to the principal.

Section 6

A description of the selection procedure shall be published on the Palm Valley Academy website, where it is widely 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 rules and regulations of the National Junior Honor Society.

Section 7

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

ARTICLE VII: DISCIPLINE/DISMISSAL

Section 1

The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, will develop a dismissal procedure. A written description of the discipline/dismissal procedure shall be available to interested parties.

Section 2

Members who fall below the standards that 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. In the case of flagrant violation of school rules (referral) or civil laws, a member can be automatically dismissed without written warning. If a member ever receives a detention (lunch, Saturday, before/after school), he or she must self-report the detention to the NJHS Adviser. The faculty council will determine if the detention warrants a formal written warning. If a member ever receives a disciplinary referral, he or she must self-report the referral to the NJHS Adviser. The faculty council will determine whether the referral warrants automatic dismissal. If a member receives a referral and does not self-report, the result will be automatic dismissal.

Section 3

The chapter adviser(s) will be assisted by teachers and staff members in the monitoring of members' compliance with the Society's standards.

Section 4

After two written warnings for a specific violation (GPA, service hours, meeting attendance), a member can be brought before the faculty council for dismissal.

Section 5

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 6

A member who has been dismissed may appeal the decision of the faculty council to the building principal. The principal's decision is final.

Section 7

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

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

Section 1

The officers of this chapter shall be president, vice-president, secretary, and treasurer.

Section 2

Officers shall be elected by the current 7th graders at the first meeting following the induction ceremony; or, if necessary, by the membership body at the first meeting the following fall. Newly elected officers shall shadow current officers for the remainder of the school year they are elected and will assume their duties in the fall of the following year. If elected in the fall, the new officers will assume their responsibilities at that time.

Section 3

Officer selection process may vary during the chapter's first and second years of operation.

ARTICLE IX: OFFICERS DUTIES AND RESPONSIBILITIES

Section 1

Officers will be elected by a simple majority vote of the members present by paper ballot.

Section 2

Duties of the chapter president are to:

- A. Preside at all NJHS meetings
- B. Provide direction of the meetings
- C. Spokesperson for NJHS at official events
- D. Sets the agendas for meetings with assistance from adviser or the executive committee

Section 3

Duties of the chapter vice-president:

- A. Serves in the absence of the president
- B. Other duties as directed

Section 4

Duties of the chapter secretary:

- A. Maintains records of attendance
- B. Maintains records of proceedings
- C. Attends to clerical duties, i.e. thank you notes, etc.

Section 5

Duties of the chapter treasurer:

- A. Maintains records of all financial matters

ARTICLE X: MEETINGS

Section 1

The Palm Valley Academy National Junior Honor Society Chapter shall meet monthly.

Section 2

Special meetings approved by the executive committee may be called by the chapter adviser.

Section 3

Chapters shall conduct meetings according to *Robert's Rules of Order* in all points not expressly provided for in these by-laws.

ARTICLES XI: ACTIVITIES

Section 1

Each member shall complete a minimum of 3 hours community service per quarter. Failure to do so will result in consequence.

Section 2

The chapter shall determine one service project for each quarter of the school year.

Section 3

All members shall regularly participate in these projects.

Section 4

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 5

Each marking quarter, members shall record the service on a verification sheet. Verification sheets must be turned in by the end of each marking quarter to the chapter adviser. A minimum of 3 hours must be completed in Q1, at least 6 by the end of Q2, at least 9 by the end of Q3 and 12 by 2 weeks prior to the end of school.

Section 6

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

ARTICLE XII: RATIFICATION, APPROVAL, AND REVIEW

Section 1

These bylaws will be approved upon receiving a majority vote of the Faculty Council, and approval by the administration. Revised with the NJHS student vote and NJHS Faculty vote – December 2024

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 XIII: AMENDMENTS

Section 1

These bylaws may be amended by a majority vote of the Faculty Council and approval by the administration, 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 overseeing administration.