



**St. Joseph Catholic Parish School
National Junior Honor Society
Constitution and By-Laws**

ARTICLE I: Name

This organization shall be called the St. Joseph Catholic Parish School Chapter of the National Junior Honor Society (NJHS), a program sponsored by the National Association of Secondary School Principals (NASSP), in cooperation with the National Association of Elementary School Principals (NAESP) of St. Joseph Catholic Parish School.

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, to develop character, and to encourage good citizenship.

Section 2. NJHS is a service organization. The chapter shall be involved in one or more community service projects during the school year.

ARTICLE III: Chapter Organization

Section 1. The **membership** consists of the students selected for participation.

Section 2. Chapter **officers** shall include the President, Vice-President, Secretary, Treasurer, and Service Project Coordinator.

Section 3. The chapter officers, along with the advisor(s), shall comprise the **Executive Committee**, which administers activities within the chapter during and in between meetings.

Section 4. The **Faculty Council** is a five-member board. The council manages the selection process and handles formal chapter discipline and dismissal proceedings. The Faculty Council shall consist of at least two full-time middle school teachers and at least one special area teacher who teaches middle school students. The Faculty Council members shall serve a term of one year. Consecutive terms may be appointed. The advisor shall nominate faculty to serve on the Faculty Council, and then submit the names to the Principal for approval.

Section 5. The **NJHS advisor** shall be a non-voting member of the Faculty Council. It is the responsibility of the advisor to direct, supervise, and support the day-to-day operations of the chapter, its members, and its officers. The advisor is responsible for ensuring that the membership standards and obligations are maintained. The advisor acts as a liaison between the chapter and the faculty, administration, students, and community. The advisor maintains records of membership, history and activities. The advisor stimulates membership growth, orders supplies, and advises the chapter on national policies.

Section 6. The **Principal** has final veto power regarding all chapter activities, decisions, issues and concerns: including selection and dismissal of members.

Section 7. NJHS is under the sponsorship and supervision of the NASSP, in cooperation with the NAESP.

Article IV - Selection

Section 1. The selection procedure will be published on the SJCPSS website, and in the Parent/Student Handbook. Students with a qualifying GPA will be notified that they are candidates for membership. Membership is an honor, not a right.

Section 2. In order to be selected for membership, a student must have attended St. Joseph Catholic Parish School for one full grading period, be in the 6th, 7th or 8th grade, have a cumulative GPA of 90% in core subjects, complete a student information form (to document evidence of scholarship, service, leadership, citizenship and character), and receive a majority vote of the Faculty Council.

Section 3. Candidates and parents will be notified of their selection or non-selection in writing. Reasons for non-selection will be provided.

Section 4. An NJHS member who transfers from another school and brings a letter from that transferring school's Principal to verify membership will be allowed membership at SJCPSS, and must maintain this chapter's standards.

Article V - Membership

Section 1. Candidates become members when inducted at a special ceremony to be held at a school Mass.

Section 2. Each member is expected to maintain a cumulative GPA of 90% in the core subjects. This will be reviewed at the end of each grading period.

Section 3. Each member is expected to be actively involved in regular service within their community. This is accomplished through participation beyond school sponsored service projects. Each member must complete a minimum of three hours of service per semester during the school year. Hours must be logged on the forms provided and turned in at the end of each semester. Group service projects must be attended by all members unless excused by the advisor.

Section 4. Dues shall not exceed \$20.00 per year, and are all payable by the second meeting of the year.

Section 5. Members are expected to demonstrate leadership, character, and citizenship in and outside of school.

Section 6. Members are expected to attend all meetings, unless there is an excused absence from school on the meeting day.

Article VI - Dismissal / Due Process

Section 1. (Notice) Students who fail to maintain the expectations listed above will receive a *written warning* from the advisor. A warning will result when one or more of the following occur: cumulative GPA in core subjects falls below 90%; or behavior occurs that fails to demonstrate leadership, character, or citizenship in or out of the school (this may be noted by a teacher on a discipline referral, detention notice, or other communication with the advisor.) Parents will receive this warning letter in the mail.

Section 2. (Probation) Failure to improve academically and/or correct inappropriate behavior as noted in the time specified in the written warning letter will result in probation from the organization. For the duration of the probationary period, students may not participate in meetings, activities, etc. A written notice of reasons and consequences of probation will be provided to the member and parent. At the end of the probationary period the Faculty Council will meet and review the member's progress toward meeting the expectations. The Faculty Council will then determine whether the member will be returned to active membership or if dismissal is to be considered.

Section 3. (Dismissal) If a member continues to not meet expectations, the Faculty Council will meet to review the dismissal process. The Faculty Council may decide to dismiss, not dismiss, and/or administer further discipline consequences.

Section 4. Members who are dismissed will not be eligible to reapply for membership.

Article VII - Meetings

Section 1. The chapter will meet bi-monthly. Meetings may be held before school, during lunch, or after school, as determined by the advisor. Special meetings may be called by the advisor or the Executive Committee. Meetings shall be conducted in accordance with *Robert's Rules of Order*. The agenda will be created by the Executive Committee prior to each meeting of the chapter.

Article VIII - Officers

Section 1. The officers shall be president, vice-president, secretary, treasurer and event coordinator.

Section 2. The president shall lead meetings of the Executive Committee and the general membership.

Section 3. The vice-president shall fill in for the president when necessary. The vice-president shall assist the president in all chapter meetings and projects.

Section 4. The secretary shall record minutes of meetings, and will read minutes of previous meetings at all scheduled meetings. Records of all meetings shall be kept for future reference.

Section 5. The treasurer shall keep track of all fundraising collections, disbursements, and any other financial matters related to the organization; and shall give a treasurer's report at each meeting.

Section 6. The event coordinator shall organize and schedule all service projects and other chapter activities.

Article IX - Procedures for Election of Officers, Removal of Officers, and Filling of Vacancies

Section 1. (Election of Officers) The officers will be voted upon at the last general meeting of the school year. All chapter members in good standing are eligible for nomination for an office. Members may nominate other members, or may self-nominate. Nominations will be accepted and voted upon for each officer in the following order: president, vice-president, secretary, treasurer, and event coordinator. This procedure ensures that a member not selected for a particular office may be nominated for another. Elections shall be held by secret ballot. The student receiving the most votes will be elected. In case of a tie, the candidates receiving the same most votes will remain on the ballot for a second vote by the members. Students may hold only one office.

Section 2. (Removal from Office) An officer may be removed from office for failing to meet the requirements of the office, or as a disciplinary action by the Faculty Council. If an officer fails to meet the requirements of the office, it is the duty of the Executive Committee to provide written warning of removal stating reasons and a timeline for

correction. If the situation is not corrected, then a notice of pending removal will follow. At that time, the officer will have a hearing before the Faculty Council to determine whether or not removal is warranted. Once removed from office, a member may not be elected to any further office within the organization.

Section 3. (Vacancies) If an officer is removed or resigns, the position will be filled through an election at the first general meeting following the removal.

Article X - Ratification and Amendment of Bylaws

Section 1. These by-laws are based on, and cannot conflict with, the constitution of the National Junior Honor Society.

Section 2. These bylaws shall govern the actions of the St. Joseph Catholic Parish School Chapter of the National Junior Honor Society.

Section 3. Any amendment to these by-laws must be approved by a majority vote of the members of the Faculty Council, and must be in accordance with the NJHS Constitution.

Section 4. The SJCPS chapter of the National Junior Honor Society does not discriminate on the basis of race, color, national origin, sex, or handicap.

Adapted 10/2016

Faculty Council Members:

Principal:

Advisor:
