



**Franklin**

**Township**

**School**

**National Junior Honor Society**

**Bylaws**

## **BYLAWS**

### **ARTICLE I NAME AND PURPOSE**

Section 1. The name of this organization shall be the Franklin Township School Chapter of the National Junior Honor Society herein known as "FTSNJHS."

Section 2. The purpose of this organization shall be to foster excellence by creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, developing character, and encouraging citizenship in the students of Franklin Township School.

Section 3. The FTSNJHS is a chapter of the National Junior Honor Society (NJHS) which is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191, a 501(c)(3) not-for-profit association.

### **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 Advisor(s), who may serve consecutive terms.

Section 3. The principal shall appoint members to the Faculty Council. Members may serve consecutive years on the council.

Section 4. The principal shall receive appeals in cases of non-selection of candidates. The disciplining or dismissal of members shall be final and no appeal will be considered.

### **ARTICLE III THE CHAPTER ADVISOR(S)**

Section 1. The Chapter Advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and shall act as liaison between faculty, administration, students, and community.

Section 2. The Chapter Advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Advisor(s) shall send the annual activity report to the national office.

Section 3. The Chapter Advisor(s) shall regularly review each member for compliance with society standards and obligations.

Section 4. The Chapter Advisor(s) shall help the chapter officers understand and carry out their duties.

#### **ARTICLE IV** **FACULTY COUNCIL**

Section 1. The Faculty Council shall consist of a minimum of five (5) voting faculty members appointed annually by the principal. No superintendent, principal, or school supervisor may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one (1) year. Members may be appointed to consecutive terms.

Section 3. The Chapter Advisor(s) shall be an ex-officio, non-voting member of the Faculty Council.

Section 4. The Faculty Council shall meet at least once a year to review the procedures of the chapter, to select members, and to consider dismissal, non-selection, and warning cases.

Section 5. 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 NJHS Constitution and policies.

#### **ARTICLE V** **MEMBERSHIP**

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by majority vote of the Faculty Council and is based on outstanding scholarship, character, leadership, service, 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, teachers, NJHS advisors, 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 the

National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

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

Section 4. A National Junior Honor Society member who transfers from another school and brings a letter from the superintendent, principal, or chapter advisor to the new school advisor shall be accepted automatically as a member into the chapter. Transfer members must meet the 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. This rule is in accordance with the NJHS By-Laws.

## **ARTICLE VI**

### **SELECTION OF MEMBERS**

Section 1. The NJHS consists of second semester 6<sup>th</sup> grade students, and seventh and eight grade students. To be eligible for membership the candidate must be a member of one of those two classes. After the second marking period, a sixth grade student who meets the GPA requirement may be invited to submit an Application for Membership, which goes before the Faculty Committee. A student who does not meet the scholastic requirements during the sixth grade year may be considered the following year if the student attains the required GPA in seventh grade. The candidate shall submit an Application for Membership and provide all supplemental documentation to the Chapter Advisor(s) by the date established on the application. The candidate must have a cumulative scholastic average of 85% or higher in each of the major subjects (language arts, mathematics, science, and social studies). Candidates may not have a subject grade below 80% in any subject listed on his/her report card. Candidates shall then be evaluated on the basis of service, character, leadership, and citizenship:

Service	willingness to work for the benefit of those in need without monetary compensation or recognition
Character	showing courtesy and respect for others
Leadership	taking the initiative in class and in school activities, exemplifying a positive attitude, delegating responsibilities
Citizenship	striving daily to make the right choices and following school rules

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to student notification, the Chapter Advisor(s) shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion 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 NJHS.

Section 5. The National Council and the NASSP shall not review the judgment of the Faculty Council or principal regarding selection of individual members to local chapters.

## **ARTICLE VII** **DISCIPLINE/DISMISSAL**

Section 1. Each member is responsible for acting in a way representative of the National Junior Honor Society. This involves excellence and consistency in scholarship, an honorable character, and a desire to display leadership qualities and perform service. School Code of Conduct Rules take precedence.

Section 2. Members who fall below the academic standards, which are the basis for their selection, shall be promptly warned in writing by the chapter advisor(s) and given a reasonable amount of time to correct the deficiency. If a member's cumulative GPA for all semesters at FTS Middle School falls below 85, he or she will be given a written warning and one marking period (nine weeks) for making improvement. If the cumulative GPA remains below 85 at the end of the warning marking period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 2A - If a member earns a grade below an 80 during a marking period, he or she will be given a written warning and one marking period (nine weeks) for making improvement. If the grade remains below 80 at the end of the warning marking period, the student will be subject to further disciplinary action by the Faculty Council, which will include dismissal from the chapter.

In the case of violation of school rules, e.g. a "major" write-up or civil laws a member does not, necessarily, have to be warned and will be dismissed and membership will be void.

Section 3. When a member accumulates two written warnings within the same school year he/she will be required to appear before the Faculty Council, which possesses the authority for immediate dismissal. Once a member has been dismissed or resigns from the NJHS, the national rules state that he/she may never be considered for NJHS membership again.

Section 4. The Faculty Council and the Chapter Advisor(s) shall agree upon all written warnings. The disciplinary systems of written warnings will consist of the following:

a. Absence from a scheduled meeting or activity without a legitimate excuse---One (1) written warning. Two absences from scheduled meetings or activities---Second (2<sup>nd</sup>) written warning and/or referral to the Faculty Council for possible dismissal.

Disciplinary infractions while a member are a serious matter. One minor behavior write-up will cause a member immediate suspension for 6 weeks. A second minor behavior write up will result in permanent dismissal and ineligibility for further membership.

c. Conviction of a civil offense in the community – mandatory appearance before the Faculty Council and possible dismissal.

d. Participating in any way in a cheating incident in any class or activity – mandatory appearance before the Faculty Council and possible dismissal.

Section 5. The Faculty Council, at the request of the advisor(s) or administration and Executive Board members, will consider any disciplinary instance and action, which has not been specifically mentioned here.

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

## **ARTICLE VIII ELECTION OF OFFICERS**

Section 1. The Chapter Advisor(s) and four (4) Executive Board members shall jointly run the chapter. The Executive Board is comprised of the officers of this chapter: president, vice president, secretary, and treasurer.

Section 2. Officers shall be elected at a regular meeting of the chapter. Members wishing to run for elected office must submit his/her name to the advisor(s) who will then oversee the election of the officers. Potential candidates must give a speech before his/her fellow members who will then vote for the candidate(s) of his/her choice. These officers shall be inducted after the second marking period of the school year along with new members.

Section 3. The duties of the officers are as follows:

President                      leads and runs the meetings, writes proposals, calls meetings as needed, and generally oversees the chapter.

Vice President              assists the president, forms committees, organizes activities, helps run the meetings, and leads meetings if the president is not present;

Secretary	records minutes of the meetings, helps run meetings, takes attendance, writes thank you notes, does publicity, organizes the scrapbook (if any); and
Treasurer	oversees fund raising activities, records financial dealings, and helps run meetings.

**ARTICLE IX**  
**THE EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the officers of the chapter and the Chapter Advisor(s).

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 the chapter membership and Chapter Advisor(s). The Executive Committee and the Chapter Advisor(s) shall have the responsibility for ensuring that chapter activities and procedures follow school policies and regulations.

**ARTICLE X**  
**VACATED OFFICES**

Section 1. If, for some reason, one or all of the executive offices are vacated during the course of the year, only an eighth grade student is eligible to fulfill that position. There shall be another election, in which only eighth graders vote.

Section 2. Each eighth grade member, in good standing, shall have one vote. In the case of an unscheduled absence, that member will cast his/her vote upon return to school. In the case of a known absence, that member will vote before hand.

**ARTICLE XI**  
**MEETINGS**

Section 1. The chapter shall meet monthly from September to June.

Section 2. Special meetings approved by the Executive Committee and/or the Chapter Advisor(s) may be called by the president.

Section 3. Each meeting is to be conducted in an organized fashion in which all members are attentive and willing to share their input in an orderly and formal manner.

Section 4. The meeting is to be brought to order by the president. *Robert's Rules of Order* will be followed.

## **ARTICLE XII** **ACTIVITIES**

Section 1. The chapter shall be involved in one or more service projects during the school year. The chapter shall plan and carry out annual projects and events which shall fulfill a need within the school community, have support of the administration and faculty, be appropriate and educationally defensible, well organized, and executed.

Section 2. Each member is responsible for participating in all projects during the course of the school year, as the objectives of the chapter are to promote leadership and give the members a chance to render service. If a member is unable to attend an event, the member must notify the Executive Board and/or the Chapter Advisor(s) and present a legitimate excuse in writing.

Section 3. Each member shall participate in community service activities outside of those presented by the chapter. The member shall receive prior approval for the community service from the Chapter Advisor(s) and submit a report with an appropriate signature upon the completion of the service. Members shall perform a minimum of two hours of outside community service each marking period.

## **ARTICLE XIII** **AMENDING BY-LAWS**

In order to keep the by-laws current and up-to-date, the Chapter Advisor(s) and the Faculty Council shall review them at the beginning of each school year. They shall decide if anything needs to be changed or updated. If so, they can add or change articles as needed, subject to Board of Education approval.



