

**By Laws for the WAJerian Chapter of the Junior National Honor
Society and National Honor Society
Windham Ashland Jewett Central School**

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the WAJerian Chapter of the Junior National Honor Society and National Honor Society of the Windham Ashland Jewett Central School.

Section 2. The purpose of this chapter shall be to establish an environment that encourages scholarship among junior and senior high students, stimulates the desire to provide service within the school and the community, promotes leadership, and enhances the development of character and citizenship among the students of the Windham Ashland Jewett Central school.

ARTICLE II: MEMBERSHIP

Section 1. Membership in the WAJerian chapter shall be known as active, honorary, and graduate. Active members become graduate members upon graduation. Neither graduate or honorary members have a vote in chapter affairs.

Section 2. Membership in the WAJerian chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, Character, and Citizenship.

Section 3. Eligibility:

- a. Candidates eligible for selection to the WAJerian chapter of the Junior National Honor Society must be members of the eighth, ninth, and tenth grades.
- b. Candidates eligible for selection to the WAJerian chapter of the National Honor Society must be members of the eleventh and twelfth grades.
- c. To be eligible for selection as members of the WAJerian chapter, each candidate must have been in attendance for a period of one semester at the Windham Ashland Jewett Central School
- d. Candidates eligible for selection to the chapter shall demonstrate a minimum weighted, cumulative grade point average of 90% (without rounding) in a regular program of study . This scholastic level of achievement shall remain fixed, and shall be the required minimum level of achievement in order to apply for membership. All students who demonstrate a cumulative GPA following the second semester are eligible to apply for membership by completing the selection process.
- e. Upon meeting the required scholarship criteria, candidates will then be

considered based on the areas of service, leadership, character and citizenship.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to the WAJerian chapter shall be determined by a majority vote of the Faculty Council consisting of ten faculty members (five for JNHS and 5 for NHS) appointed by the building principal. The chapter advisor(s) shall be non-voting member(s) of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed by the guidance department in order to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified in writing and shall be provided with information that explains the necessary documents that will be required for review by the council as well as a deadline date for each document. *Student Activity Information Forms* will be provided with this information. *Each* candidate must complete and submit the *Student Activity Information Form* and submit all required documents on time in order to be considered for membership.
- c. The WAJ faculty shall evaluate all candidates who are scholastically eligible using the official *JNHS/NHS Faculty/Staff Evaluation Form* that is provided by the chapter advisor(s). These forms shall allow each faculty member to rate each candidate in the areas of scholarship, leadership, character, service, and citizenship on a scale from 0 to 4.
- d. The Faculty Council shall review the *Student Activity Information Forms*, faculty/staff evaluation forms, and any other requested documents such as essays and letters of recommendation. The faculty council shall also review the overall scores of the faculty/staff evaluations for each student. The overall scores will then be compared to a predetermined criteria for acceptance.
- e. Each candidate shall appear before the faculty council and the advisor (s) for an interview.
- f. The Faculty Council shall vote on each candidate immediately following the candidate's interview. A majority vote will be required for membership to the JNHS and NHS. Advisor(s) have no vote.
- g. Each new member shall be informed in writing of his/her acceptance.

Section 3. The selection of new, active members shall be held once a year at any time following the second semester.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the Junior National Honor Society or National

Honor Society who transfers from the Windham Ashland Jewett Central School to another district will be provided with a letter indicating the status of his/her membership. This letter shall be signed by the WAJ Principal.

Section 6. An active member of the Junior National Honor Society or National Honor Society who transfers to the Windham Ashland Jewett Central School from another district and has proper documentation of previous membership shall be automatically accepted for membership in the WAJerian chapter. The transferring member must maintain the requirements expected for all WAJerian chapter members in order to retain his/her membership.

ARTICLE IV: DISCIPLINE and DISMISSAL

Section 1. Any member who falls below the standards of scholarship, leadership, character, service, or citizenship may be dismissed from the WAJerian Chapter of the Junior National Honor Society or National Honor Society. A member of the Junior National Honor Society or National Honor Society is expected to maintain a weighted, cumulative grade point average of 90% (without rounding) in a regular program of study cumulative GPA of 90% and demonstrate leadership, character, service, and citizenship at school and in the community.

Section 2. If a member's cumulative grade point average falls below a 90% (without rounding) he /she will be provided with a written warning and a time limit of one semester to meet the 90% (without rounding) requirement. If the cumulative grade point average remains below the standard at the end of the one semester time period, the student will be subject to dismissal (Exceptions can be made at the Faculty Council's discretion e.g. serious illness, death in the family). It should be noted that any tenth grade student who fails to maintain the required GPA following the second semester of his/her sophomore year, will not be eligible to apply for membership to the National Honor Society at that time. In this case, a written warning shall not be provided as the student's membership in the Junior National Honor Society would terminate in the spring of the sophomore year as a result of his/her grade level. It should also be noted that if a senior falls just below a 90% cumulative GPA average prior to graduation remaining on NHS for the graduation ceremony will be at the discretion of the administrator. In these cases the student's course load, NHS history, leadership, character, citizenship, and service will be taken into consideration.

Section 3. Violation of the law or school regulations may result in dismissal of a member. These violations include, but are not limited to, DWI, DUI, stealing, destruction of property, cheating, plagiarism, truancy, or possession, selling, or being under the influence of drugs or alcohol.

Section 4. Offenders of the WAJ Conduct Code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, violations of the dress

code, violations of the electronic device use policy etc.) will receive a warning in writing and a conference may be requested by the Faculty Council to discuss the offenses. If the member is involved in another violation of the school conduct code, the member may be dismissed by a majority vote of the Faculty Council.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor(s)/Faculty Council. The member and advisor(s) will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the 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 in writing. The Faculty Council will then vote on whether to dismiss the member or allow the member to remain active in the WAJerian chapter. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal, and if confirmed, provided in writing to the student, parents, and principal. Dismissed members must surrender any membership emblems to the advisor(s) and all JNHS/NHS privileges will be revoked.
- d. The Faculty Council's decision may be appealed to the building principal. The principal's decision is final.
- e. When a student is dismissed or resigns, he/she is no longer a member and **may never again** be considered for membership in the Junior National Honor Society or National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary action upon a member as deemed appropriate such as probationary periods that allow the student to demonstrate improvement in specific areas.

Section 7. An appeal for a dismissal must be registered by the student with the principal within one week of the date that appears on his/her dismissal letter. Please refer to the WAJ NHS/JNHS Appeals Process.

ARTICLE V: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer and historian. They will meet at least once per month as a group with the JNHS and/or NHS advisor(s).

Section 2. Student officers shall be elected during the May JNHS and NHS meeting. All new and returning active members are eligible to run for a position as an officer. All active members are eligible to vote. JNHS members shall vote for their officers and NHS members shall vote for NHS officers. Please note that Student Treasurers must be appointed by the advisors.

Section 3. A majority vote shall be necessary to elect any 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 presidents to preside at the meetings. The presidents will call meetings to order, discuss agenda items, and adjourn meetings.

Section 5. The vice-presidents shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service activities.

Section 6. The secretaries shall keep the minutes of meetings and be responsible for all official chapter correspondence. The secretaries will review the minutes of the previous month's meeting at the beginning of each meeting.

Section 7. The treasurers shall keep a careful record of chapter expenses, dues, and all other financial transactions of the chapter.

Section 8. The historians shall maintain a bulletin board for the Junior National Honor Society and the National Honor Society and make sure that the NHS plaque is up to date and in proper condition.

Section 9. An officer may be removed from his office for failure to perform the duties stated above. A majority vote of the executive committee is required to remove an officer. A special vote of the JNHS or NHS chapter members shall be required to replace any officer except for the president. If the president is removed, the vice president will become the president. The JNHS or NHS chapter members would then vote for a new vice-president.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the faculty advisor(s) and the chapter officers.

Section 2. The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

Section 1. Meetings of this chapter shall be held monthly.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. All chapter members are expected to attend all regularly-scheduled chapter meetings. A written explanation of an absence must be submitted to the advisor(s) within twenty four hours of the absence. Three unexcused absences will result in a meeting with the faculty council. An excused absence shall be determined by sickness or medical appointments, field trips, extracurricular activities or mandatory make-up work for another teacher.

ARTICLE VIII: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. 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 2. All members shall participate in these projects. Failure to participate in chapter projects may result in dismissal by the Faculty Council.

Section 3. Each member shall have the responsibility for choosing and participating in individual service projects from May 1st of one year -May1st of the next year which reflect his or her particular talents and interests and are approved by the chapter advisor(s). A minimum of 15 documented service hours per member will be required by May 1st of each year. These hours are in addition to the chapter projects to which all members must contribute. The advisor(s) will ask members for periodic documentation throughout the school year in order to make sure that individual service projects are being completed. Failure to meet the May 1st requirement may result in dismissal by the Faculty Council.

Section 4. The chapter shall publicize its projects in a positive manner.

ARTICLE IX: Official Insignia

Section 1. All insignia must be procured from the national office of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be

copied by anyone without written permission of the NHS national office. (See also, Logo Usage Guidelines as found at www.nhs.us/logo .)

Section 2. The motto of the Junior National Honor Society and National Honor Society shall be *Noblesse Oblige*.

Section 3. The official colors of the Junior National Honor society and National Honor Society shall be blue and gold.

Section 4. Each member of the WAJerian chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the Junior National Honor Society and National Honor Society.

Section 5. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.

ARTICLE X: DUES

Section 1. Annual dues for this chapter shall be \$12.00. This amount will be due by the end of the first week in October for each year.

ARTICLE XI: POWERS

Section 1. The chapter advisor(s) is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are in compliance of the National Constitution. The WAJerian chapter is obligated to comply with the National Constitution.

ARTICLE XII: AMENDMENTS

Section 1. These by-laws may be amended by an 8 out of 10 vote of the Faculty Councils, provided that notice of the proposed amendment has been given to members at least one month prior to the vote.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.