

National Junior Honor Society - Odem Chapter
By laws (revised 5/26/15)

Article I Name and Purpose

- Section 1. The name of this organization shall be the Odem Junior High Chapter of the National Honor Society of Secondary Schools (NHS).
- Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Odem Junior High School.
- Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

Article II The Principal

- Section 1. The principal has the authority to approve all activities and decisions of the chapter.
- Section 2. The principal shall annually appoint a member of the faculty as Chapter Adviser, who may serve consecutive terms.
- Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may server consecutive terms.
- Section 4. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members. In cases of appeal, the same criteria for selection of candidates will be be used in the appeal process as was used with the Faculty Council.

Article III

The Chapter Adviser(s)

- Section 1. The Chapter Adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.
- Section 2. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among faculty, administrators, students, and the community.
- Section 3. The Chapter Adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Adviser shall send the annual report to the national office.
- Section 4. The Chapter Adviser(s) shall regularly review each member for compliance with Society standards and obligations.
- Section 5 The Chapter Adviser(s) shall help the chapter officers understand and carry out their duties.

Article IV
Faculty Council

- Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The Chapter Adviser(s) shall be a(n) ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (See commentary pages of the National Junior sHandbook regarding the functions of 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 Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

Article V Membership

- Section 1. Membership in this chapter is an honor bestowed upon a student. Selection for membership is by vote of the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.
- Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposed of National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 4. Candidates become members when inducted at a special ceremony.
- Section 5. A National Junior Honor Society member who transfers from another school and provides a letter from the former principal or Chapter Adviser documenting the student's membership will be accepted as a probationary member of the Odem Junior High Chapter. Transfer members must pay dues within 2 weeks of enrollment, unless proof of payment is provided from the previous school, and meet the Odem Junior High Chapter standards within one semester in order to maintain membership.
- Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits.

Membership Responsibilities

- Section 1. Membership in the Odem National Junior Honor Society is a privilege, not a right. All members are required to complete service projects and maintain the standards which were the basis of their selection for membership in this chapter.
- Section 2. Chapter dues shall be \$10.00 per academic year. Inductees, as well as returning members shall pay dues to the Chapter Adviser prior to the induction ceremony.
- Section 3. Members shall be required to attend all regular and called meetings during each school year. After two (2) unexcused absences from a meeting or activity, the member will receive a written warning and appear before the Chapter Adviser and Executive Committee to explain him/herself. After three (3) unexcused absences the member will appear before the Faculty Council to explain him/herself. The faculty council may consider dismissal from the chapter at this time (Article XIV)
- Section 4. All members are required to attend the annual NJHS new member induction Ceremony held each year.
- Section 5. Members will be required to participate in all group service projects. Members must also complete in individual service project.
- Section 6. All members will act in a manner that is fitting of a member of this organization.
- Section 7. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

Good standing

- Section 1. End of Year: Members who have not fulfilled service requirements may be dismissed from NHS. A letter will be sent to the member to inform them that they have not met the requirements of membership. The member will meet with the Faculty Council to discuss and determine consequences.
- Section 2. Maintaining Standards: NJHS members are required to maintain the same level of performance in all criteria that led to their selection, including scholarship, service, leadership, and character. Those members who fail to meet these requirements may be dismissed from NJHS.

Article VI Selection of Members

- Section 1. To be eligible for membership, the candidate must be a second semester 6th grader or 7th grader and must completed one full semester at Odem Junior High School.

- Section 2. Candidates for membership must have a minimum cumulative scholastic average of 88. All academic courses beginning from a student's 6th grade year will be counted as to scholastic average.
- Section 3. Students eligible scholastically shall be notified and informed that, for further consideration for selection, they must complete the student activity information form in full. Teacher recommendation forms for each candidate must be turned into the adviser. The selection of members shall be made by the Faculty Council after careful consideration and evaluation.
- Section 4. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society. To determine NHS membership the Faculty Council utilizes the candidate's Student Activity Information Form; non binding input from administration, faculty and candidates; teacher and adult recommendation forms; and the criteria for membership which follows.
- Section 5. The selection of each NJHS member shall be by majority vote of the Faculty Council.
- Section 6. The National Council and the NASSP shall not review judgment of the faculty council regarding selection of individual members to local chapters.

Criteria for Membership

- Section 1. Scholarship: A student must have a minimum cumulative scholastic average of 88. Students meeting the scholarship criterion are invited to complete a Student Activity Packet.
- Section 2. Leadership and Service: The Student Activity Information Form, distributed and an announced meeting for eligible students, provides the Faculty Council with information regarding the candidate's leadership, service and job experience. A history of leadership experiences and participation in extracurricular activities and community service is also included in the Student Activity Packet.

LEADERSHIP-The student who exercises leadership:

- * Is resourceful in recognizing new problems, applying principles, and making suggestions.
- * Demonstrates leadership in promoting school activities
- * Exercises influence on peers in upholding school ideals
- * Contributes ideas that improve the civic life of the school
- * Is able to delegate responsibilities
- * Exemplifies positive attitudes and inspires positive behavior in others
- * Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- * Demonstrates leadership in the classroom, at work, and in school activities

SERVICE-The student who offers service:

- * Is willing to uphold scholarship and maintain a loyal school attitude
- * Participates in outside activity that demonstrates service to the community
- * Volunteers dependable and well-organized assistance
- * Is gladly available and willing to take on difficult or inconspicuous responsibilities
- * Cheerfully and enthusiastically renders any requested service to the school
- * Is willing to represent the class or school in interclass and interschool competition
- * Performs committee and staff work without complaint

CHARACTER- The student who:

- * Takes criticism and accepts recommendations graciously
- * Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- * Upholds principles of morality and ethics
- * Cooperates by complying with school regulations
- * Demonstrates the highest standards of honesty and reliability
- * Shows courtesy, concern, and respect for others
- * Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- * Manifests truthfulness in acknowledging obedience to rules, avoids cheating in school work, and shows unwillingness to profit by mistakes of others
- * Actively helps to rid the school of negative influences or environment
- * Attends school regularly (no excessive unexcused absences) , is punctual to classes and activities

Article VII Induction Ceremony

Section 1. Candidates for membership shall be inducted at a special ceremony at a time designated by the Executive Committee.

Section 2. Candidates who cannot be present at the induction ceremony are obligated to notify the Chapter Adviser prior to the rehearsal for the ceremony.

Section 3. Candidates who do not attend the special induction ceremony and fail to notify the adviser are ineligible for membership until the following academic year.

Section 4. Candidates who do not attend the induction ceremony due to reasons accepted by the adviser, shall be probationary members, pending the next induction ceremony, and shall have no voice or vote in chapter affairs until that time.

Article VIII Meetings

- Section 1. The chapter shall have regular meetings during the school year on days designated by the Executive Committee and in accordance with school policy regulations.
- Section 2. The President and/or Adviser may call special meetings as needed.
- Section 3. All meetings shall be open meetings and shall be held under the sponsorship of the Chapter Adviser.
- Section 4. All meetings shall be conducted according to Robert's Rules of Order, Newly Revised, as possible.

Article IX Activities

- Section 1. Each chapter shall determine one or more group service projects for the year.
- Section 2. All members shall participate in these projects.
- Section 3. Each member shall have the responsibility for choosing and participating in an Individual Service Project (ISP) that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. The project must be created, planned and carried out by the individual member and must have prior approval of the Chapter adviser. The project should involve a minimum of four hours of work and be completed by a date set by the Chapter Adviser. This is in addition to the chapter project for which all members contribute.
- Section 4. Each member shall complete the ISP log sheet and turn it in to the Chapter Adviser by the due date.
- Section 5. Each chapter shall publicize its projects in a positive manner.

Article X Chapter Officers

- Section 1. An election of officers will be held after the induction ceremony each year. Elections will be held by secret ballot.
- Section 2. Officers shall be elected by a majority vote of the members voting. 8th grade members shall not be allowed to vote.
- Section 3. Only members in good standing will be allowed to vote.
- Section 4. All officer candidates must remain in good standing.
- Section 5. For each office, the candidate receiving the most votes will serve the following academic year in that position.
- Section 6. Officers are under the supervision of the chapter adviser and may be disciplined or dismissed from the office for failure to perform the duties of the office or failing to remain in good standing.

Section 7. Dismissal from NHS automatically removes the member from the office held.

Section 8. In the event of a vacancy, the Faculty Council will appoint an officer for the remainder of the academic year.

Officer Responsibilities

Section 1. The officers shall be President, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian.

Section 2. It shall be the duty of the Officers to attend all Executive Committee meetings.

Section 3. The President must be a 7th grade member. Duties include

- * Preside at all meetings of this chapter
- * Appoint necessary committees
- * Serve as ex-officio officer on all committees
- * Delegate responsibilities to members
- * Organize, plan and lead to ensure the overall success of the chapter.
- * Work with the chapter advisers to plan a calendar of activities for the upcoming year
- * Plan regular meetings and prepare agendas for a general chapter meeting monthly.
- * Coordinate the planning & implementation of the induction ceremony and reception.
- * Meet with interested collaborators/sponsors
- * Ensure that the chapter fulfills all chapter standards.
- * Meet/update/present chapter status to advisors monthly.
- * Share in the responsibility of planning, conducting, implementing, and coordinating service projects.

Section 4. The Vice President must be a second year member, if possible. Duties include

- * Fulfill the president's duties in the absence of the president
- * Assist the president in the completion of duties as needed
- * Keep attendance records at chapter meetings and record them.
- * Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- * Participate in planning and implementing the induction ceremony and reception.

Section 5. The secretary may be a 6th or 7th grade member. Duties include

- * Keep accurate minutes of all meetings of the chapter and Executive Committee.
- * Compose and send chapter correspondence as needed
- * Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.

- * Participate in planning and implementing the induction ceremony and reception.

Section 6 The Treasurer may be a 6th or 7th grade member. Duties include

- * Keep all financial records of chapter expenditures
- * Present a financial report at the regular meetings
- * Collect annual membership dues
- * Track member participation in service projects
- * Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- * Participate in planning and implementing the induction ceremony and reception.

Section 7 The Historian may be a 6th or 7th grade member. Duties include

- * Keep a record (written, photographs, videos, etc.) of chapter activities and event.
- * Prepare and submit announcements for all NHS activities and meetings.
- * Take pictures of service projects/ activities to include in the chapter scrapbook
- * Participate in planning and implementing the induction ceremony and reception.

Section 8 Parliamentarian duties include

- * Keep order during chapter meetings

Article XIII Executive Committee

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

Section 2. The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations of the chapter, and determine and perform such other duties as are specified by the bylaws. All actions and recommendations of the Executive Committee shall be subject to review of the Faculty Council and the chapter membership.

Section 3. The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. This includes chapter activities except those concerning the selection, discipline, and dismissal of members, which are the domain of the chapter's Faculty Council.

Article XIV Dismissal from Membership

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Junior Honor Society, shall determine the procedure for dismissal.

Section 2. Members who fall below the standards which were the basis for their selection (scholarship, service, character) shall be promptly warned in writing by the Chapter Adviser and given a proper amount of time to correct the deficiency. Failure to correct the deficiencies in any of the areas of selection criteria will result in a meeting with Faculty Council to determine membership standing. Members may be given a warning, placed on probation, or dismissed from NJHS.

Section 3. In the case of violation of school rules or civil laws, a member does not have to be warned but may be placed on immediate probation pending a dismissal hearing.

Section 4. ISS and DAEP placement shall result in immediate dismissal proceedings provided the reason for placement was for a serious violation of the student discipline code as set out in the student code of conduct.

Section 5. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings for NJHS violations.

Section 6. The Faculty Council will review each dismissal as and determine if dismissal is warranted by a majority vote.

Section 7. A member who has been dismissed may appeal the decision of the Faculty Council to the principal of the campus.

Section 8. Members who resign or are dismissed shall never again be eligible for membership or its benefits.

Section 8. The National Council and the NASSP shall not hear appeals in cases of dismissal.

Article XV Official Insignia

ARTICLE 15: Official Insignia

Section 1. This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. All insignia must be procured from the national office of the National Junior 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 NJHS national office.

Section 5. The motto of the National Junior Honor Society shall be *Light Is the Symbol of Truth*.

Section 6. The official colors of the National Junior Honor Society shall be blue and white.

Section 7. The official flower of the National Junior Honor Society shall be the white rose.

_____ I have read and understand the NJHS bylaws for the 2015-2016 school year.

student signature

parent signature