

**By-Laws for National Junior Honor Society  
St. John Regional Catholic School Chapter**



**All components of these local bylaws conform to the policies found in the National Constitution and NJHS handbook.**

**ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the St. John Regional Catholic School Chapter of the National Junior Honor Society of St. John Regional Catholic School.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of St. John Regional Catholic School.

**ARTICLE II: MEMBERSHIP**

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

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

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the 7<sup>th</sup> grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for the equivalent of one semester at St. John Regional Catholic School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative average of 93 for 6<sup>th</sup> and 7<sup>th</sup> grade (7<sup>th</sup> grade Year-to-Date average at the end of T-2 is averaged with the End of Year average for 6<sup>th</sup> grade.) This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.

- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

### **ARTICLE III: SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser/advisers shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser/advisers shall review with the principal the results of the Faculty Council's deliberations. While principals are cautioned against overturning the decisions of the Faculty Council without having a rationale to explain such actions, the power remains in the principal's hands to use if deemed appropriate.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the evaluation form provided by the chapter adviser/advisers.
- d. The Faculty Council shall review the Candidate Form, student written essay, and student disciplinary records in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the third trimester of the school year.

Section 4. Candidates become members when inducted at a special ceremony that is held annually in May.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal.

Section 6. An active member of the National Junior Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Section 7. The St. John Regional Catholic School Chapter of the National Junior Honor Society does not have a formal appeals process for students who are not selected for membership.

### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the St. John Regional Catholic School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her

academic standing and take an active role in service and leadership to his/her school and community.

**Section 2.** If a member's cumulative grade point average falls below the standard (93 cumulative average) in effect when he/she was selected he /she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

**Section 3.** Violation of the law or school regulations as outlined in the Parent/Student Handbook can result in dismissal of a member. These violations include, but are not limited to those items listed as MAJOR offenses.

**Section 4.** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

**Section 5.** In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser 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 still 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. 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 then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the appeal procedure for non-public schools as outlined in the Constitution.
- 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 National Honor Society.

**Section 6.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: OFFICERS**

**Section 1.** The officers of the chapter shall be president, vice president, secretary, and treasurer.

**Section 2.** Student officers shall be elected at the May meeting prior to their induction. All returning active members in good standing are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

**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 president to preside at the meetings for this chapter.

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

**Section 6.** The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

**Section 7.** The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. All National Junior Honor Society funds shall also be maintained in the SJRCS Quickbooks account through the school business manager. The Treasurer will work in conjunction with the school business office as required by the Archdiocese of Baltimore.

**Section 8.** In the event of the resignation or dismissal of the President, the Vice-President will assume that office. The resignation or dismissal of any officer, other than the President, will result in an appointment to fill the office by the Advisor and the remaining Executive Committee members.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall consist of the faculty adviser/advisers 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 bi-weekly.

**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. The only reason that a member may miss a meeting is due to an excused school absence or by the permission of the adviser/advisers..

## **ARTICLE VIII: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. 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 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: EMBLEM**

Section 1. Each member of this 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 National Junior Honor Society. Each member will be given an NJHS membership pin and membership card at their induction ceremony.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return this pin to the chapter.

Section 3. Chapter members who are 8<sup>th</sup> graders in good standing shall be granted the privilege of wearing the honor cords at graduation and be so noted in the graduation program.

## **ARTICLE X: DUES (optional)**

Section 1. Annual dues for this chapter shall be \$15.00.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction.

## **ARTICLE XI: POWERS**

Section 1. The chapter adviser/advisers 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 designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

## ARTICLE XII: AMENDMENTS

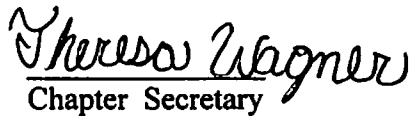
Section 1. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.


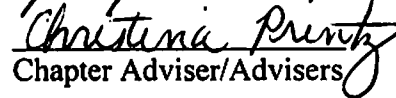
Section 2. By-laws and amendments must be consistent with the Constitution of the National Junior Honor Society.

**Date:** Last approved revision was May, 2006.

### Signatures:

  
Cecilia Bucy  
Chapter President

  
Theresa Wagner  
Chapter Secretary

  
Jennifer Trankle  
  
Christina Prinity  
Chapter Adviser/Advisers

  
Karen Smith  
Principal

The St. John Regional Catholic School Chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.