

Indian Springs Middle School

National Junior Honor Society

Constitution and Bylaws

Purpose:

- The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of Indian Springs Middle School.

Powers:

- This chapter operates under the direction of and in full compliance with the National Constitution of NJHS.
- The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
- Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]
- Non-discrimination. Our 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, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

Selection:

- Selection for membership is determined by the Faculty Council and is determined based upon outstanding citizenship, character, service, and leadership as evidenced in the Candidate Information Packet.
- The Faculty Council consists of five faculty members and are the final deciding factor in selecting members. The sponsor is a non-voting member of the Faculty Council.
- The Faculty Council will consist of seventh grade teachers selected by the sponsor, approved by the principal or designee, and shall serve a one-year term.
- Membership is limited to members of the eighth grade class. Seventh graders will be considered for membership during their spring semester; the selection of active members shall be held once a year during the second semester of the school year.
- The scholastic requirement for membership is a minimum 93.45% cumulative GPA; candidates must have been enrolled on or before the first day of the fourth six weeks and for a period equivalent to one six weeks at Indian Springs Middle School.
- A candidate must receive a majority vote of the Faculty Council to be selected for membership into NJHS.
- Prior to the final selection, the following shall occur:
 - Students' academic records shall be reviewed to determine scholastic eligibility.
 - Students who are eligible scholastically shall be notified and asked to complete and submit the Candidate Information Packet for further consideration.

- The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the sponsor as part of the Candidate Information Packet.
- The Faculty Council shall review the Candidate Information Packet, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.
- Candidates eligible for induction to the chapter shall have a satisfactory or exemplary conduct rating. Students who have been assigned to ISS, OSS, or DAEP in the current school year will not be considered for membership in the NJHS. Campus administration, or designee, will provide the disciplinary history for any NJHS candidates.
- Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- A National Junior Honor Society member who transfers from another school and brings a letter, or other documentation, from the former principal or school advisor shall automatically be accepted as a member of the Indian Springs Middle School Chapter in accordance with the National Junior Honor Society Constitution. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Officer Selection:

- Five (5) officers shall be elected by a majority vote of the membership. These officers comprise the Executive Council.
- Eligibility is expressed by completing the Officer Candidate Form in the Candidate Information Packet and submitting it by the deadline.
- Voting for the Executive Council will occur by/during the second meeting of NJHS in the new school year (September) and is done through a secret ballot. 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 will be taken of the two candidates receiving the highest number of votes.
- Other committees may be appointed as deemed appropriate by the chapter advisers or the Executive Council for the general operation of the chapter.
- The executive council shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive council is subject to review of the by the members, sponsor(s), and campus administration.

Officer Duties:

- Officers should attend all functions whenever possible.
- If an officer misses three activities, including meetings, that officer may be dismissed and a replacement appointed by the Adviser and Executive Council.
- It is the responsibility of the chapter officers to:
 - Hold an Executive Council meeting no less than two days before each National Junior Honor Society meeting.
 - Plan and conduct all meetings in such a manner that members' time is well spent.
 - Direct business affairs of the chapter.
 - Coordinate committees and members appointed to help with projects or duties.
 - Plan and communicate community service projects with the Advisers.
 - Make recommendations concerning bylaws, time and place of meetings, special projects, and member obligations to the Advisers.

- Specific duties of each officer are as follows:
 - Maintain close communication with the Advisers.
 - Preside at meetings.
 - Be responsible for turning in announcements.
 - Serve as the main speaker for the induction ceremony.
 - Maintain communication with the other officers.
 - Coordinate activities.
 - Keep track of volunteer hours for members.
 - Serve as chairman of the telephone/email committee or other communication method such as Remind.
 - Document attendance at regular meetings.
 - Write thank you notes and other correspondences as needed.

Active Membership:

- Active members shall pay annual dues (not to exceed \$15) as set by the Advisers at the time of the induction, and are due by the second meeting of the year. Final decision on dues rests with the campus administrator.
- All active members must attend regularly scheduled meetings as well as special meetings as designated by the Executive Council.
- All active members are expected to check the NJHS bulletin board/website on a regular basis. Schedules, announcements, etc. will be posted there.
- All members should participate in fund-raising, community service projects, collection drives, and other NJHS activities.
- All active members must participate in at least two community service projects during the school year. Hours are to be documented on the appropriate form and turned in to the adviser after the assignment has been fulfilled. These hours do not count toward a member's individual volunteer requirement of 32 hours.
- All active members must complete a minimum of 32 volunteer hours on their own in a service that is of their own interest. 16 hours are due by the end of each semester.
- Any member who misses more than one meeting in a six weeks grading period will be placed on probation.
- Excused absences may be granted from activities by the chapter adviser only.

Meetings

- Regular meetings of this chapter shall be bi-monthly. Special meetings can be called by the president, with sponsor approval.
- Members are expected to attend all chapter meetings.

Service Projects and Individual Volunteer Hours

- At least one service project per semester must be open to participation by the entire membership.
- The service project will be chosen with the purpose of benefitting others and including the student body of ISMS whenever possible.
- The service project hours will not count toward a member's individual volunteer requirements.
- The chapter will provide a variety of volunteer opportunities to fulfill the requirements of the NJHS constitution. These opportunities may be completed at random by members on their own

time and with their interests in mind. These hours will be documented for individual members as fulfilling the 16-hour volunteer requirement per semester.

- All projects must be pre-approved by the adviser to receive service points.
- Mandatory projects require the approval of the Adviser.
- When designating a project as mandatory, an alternate activity will be considered for those members, deemed by the Adviser, as having a valid excuse.

Discipline, Dismissal and Resignation

- Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Indian Springs Middle School chapter of National Junior Honor Society. A member of NJHS is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.
- If a member's cumulative grade point average falls below the standard in effect when he/she was selected, 93.45%, he/she will be given a written warning and must bring the grade back into the acceptable range within one grading period. 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 and/or sponsor; this could include probation or dismissal from the chapter.
- Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (Members being assigned to ISS, OSS or DAEP may be placed on probation or dismissal). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.
- Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive a written warning notification from the sponsor. A conference may be requested by either party (Faculty Council, sponsor, student, or parent). If the member is involved in another violation of the school conduct code, the member may be placed on probation, or considered for dismissal.
- Failure to maintain membership standards, which include but are not limited to meeting attendance requirements, timely completion and submission of service hours, and participation in mandatory activities, will result in probation of the member for one six weeks grading period.
- If the member complies with all membership standards during the next six weeks grading period, he/she will automatically be returned to active status. **A member is only allowed to be on probation one time.**
- Members receiving 1 or more office referrals during a membership period may be dismissed from NJHS, due to the level of the violation.
- Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.
- In all cases of pending dismissal:
 - The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
 - The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any 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 via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council

will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

- The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor.
 - The Faculty Council's decision may be appealed to the building principal according to provisions of the school district discipline policies.
 - A member who is dismissed or resigns, may never again be considered for membership in the National Junior Honor Society.
 - In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.
- During the probationary period, if the member does not meet these standards, he/she will be subject to dismissal.
 - If a member is placed on probation, then he/she is not allowed to wear anything that signifies they belong to NJHS.
 - A member who chooses to resign voluntarily from NJHS must submit a written statement explaining the decision and this must be signed by both the student and his/her parent(s). Verbal resignations are insufficient to end membership.

Attitude

- All NJHS members are:
 - Expected to have a respectful relationship with all members of the school staff, the principal, and other students.
 - Encouraged to be active in other organizations.
 - Expected to be supportive of all school activities including but not limited to athletic events, concerts and performances, dress-up days, pep-rallies, and other special events.

There are many benefits to being selected to be in the Indian Springs Middle School National Junior Honor Society. Some of the benefits include:

- Membership in a nationally recognized Honor Society
- Local recognition for outstanding achievement in scholarship, citizenship, leadership, service, and character
- Chapter activities that provide students with opportunities to cultivate those ideals within themselves, their school, and their community
- Leadership training opportunities
- Programs that recognize students for their leadership and scholarship achievements
- Preparation for National Honor Society at the high school level (Please note that acceptance and/or participation in the Indian Springs Middle School National Junior Honor Society does not guarantee selection for National Honor Society at the high school level.)