

# National Junior Honor Society



## Eugene A. Tighe Middle School Chapter

Chapter Bylaws  
of the  
Eugene A. Tighe Middle School Chapter  
of the  
National Junior Honor Society  
Adopted: November 10, 2015

### ARTICLE I: NAME

The name of this chapter shall be the Eugene A Tighe Middle School Chapter of the National Junior Honor Society of Eugene A. Tighe Middle School.

### ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to encourage the development of character, and to foster active citizenship in students of Eugene A Tighe Middle School.

### ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See [www.njhs.us/constitutions](http://www.njhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter adviser(s) is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: 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.]

Section 4: 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.

## ARTICLE IV: MEMBERSHIP

Section 1. 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, Character, and Citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members when they advance to high school. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of grades 7 through 8.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one complete trimester at Eugene A. Tighe Middle School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 93.
- d. Upon meeting the grade level, enrollment, and GPA standards (final grades from previous school year, except for inaugural year where only 4th marking period grades from previous grade will be considered), candidates shall then be considered based on their service, leadership, character, and citizenship.

## ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser(s) shall be the sixth(+), non-voting, ex-officio member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the first trimester of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) are eligible to request, complete and submit the Candidate's Form for further consideration.
- c. The faculty or personal adult references selected by the candidate shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidate Forms, reference evaluations and essay to determine those who fully meet the selection criteria for membership. Only those Candidate Forms submitted by the mandated date and time shall be considered.

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

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

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.

## ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall not be collected from members.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

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

Section 4. Chapter members who are 8<sup>th</sup> graders in good standing shall be granted the **privilege** of wearing the honor cords during promotional ceremony.

Section 5. Chapter members shall not miss more than two meetings within the school year. Dates for formal meetings for the school year will be provided at the first organizational meeting of the school year.

Section 6. Chapter members must attend/participate in at least 75% of chapter sponsored events, activities, etc.

## ARTICLE VII: 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 last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office. [Note: In regards to inaugural year, officers will be nominated/elected within one month of the inaugural induction by a date determined by the advisers.]

Section 3. Voting shall be by 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 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 of the chapter, and serve as the official representative of the chapter at school and community functions.

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 and attendance records for meetings and be responsible for all official correspondence. The secretary will also be responsible for historical records/photos.

Section 7. The treasurer shall keep the record of business expenses and all other financial transactions of the chapter.

Section 8. If an officer fails to complete his/her responsibilities or duties, a meeting will be held with the officer, advisers and principal to create an action plan for improvement. If the

requirements detailed in the action plan are not met by the assigned date, the officer will be removed from their position, but still remain an active member of the chapter. A special election will be held to fill the vacancy using the procedures outlines in Section 3.

Section 9. Officers and the faculty adviser(s) shall collectively be known as the chapter's Executive Committee. The executive committee 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 committee is subject to the review of the chapter members.

## ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser(s).

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

Section 3. Members are expected to attend all chapter meetings. (See Article VI, Section 5.)

## ARTICLE IX: 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. (See Article VI, Section 6.)

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. The chapter shall publicize and promote its projects in a positive manner.

## ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Eugene A. Tighe Middle School chapter of the National Junior Honor Society. A member of the National Junior 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 in effect when he/she was selected (93), he /she will be given a written warning and a reasonable 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 includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to 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.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, 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 considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the **right** 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.
- c. 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 adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns, may never again be considered for membership in the National Junior Honor Society.

Section 7. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

#### ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

#### ARTICLE XII: AMENDMENTS

These by-laws may be amended by a 2/3rds 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 V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).

Approved on Tuesday, November 10, 2015

**Signatures**/Names of the Inaugural Members (26), Advisers (2), and Principal.

## Changing the Bylaws

Once the bylaws have been accepted by a vote of the chapter and approved by the Faculty Council and the administration, they become the ‘law’ or guiding principles of the organization. If this principle is adhered to, it will be necessary to change the bylaws only occasionally, due in large part to their specificity and detail.

Occasionally, the bylaws may have to be revised or completely rewritten. The revision is usually drafted by a specially-appointed Bylaws Revision Committee.

After a change has been proposed and a draft has been prepared, the members of the chapter should be informed and given copies so that they can review and discuss the issues before they come to a final vote. Proposed amendments or revisions most commonly require a two-thirds vote of the chapter for adoption. NOTE: Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed and encouraged.

Some chapters are criticized for spending too much time amending their bylaws instead of dealing with other chapter concerns. However, there are times when an outdated set of bylaws is a real hindrance to the chapter. Some good reasons for amending bylaws are:

- statements no longer suit the chapter or school situation
- bylaws are arranged so poorly that essential information is hard to find (this situation sometimes occurs when an old document has been added to and amended over a period of years).
- bylaws contain elements that have caused long-standing disagreement
- bylaws violate individual rights or local/state policies
- bylaws prevent the chapter from adapting to change.

It is important that each time the bylaws are reviewed or changed, that the date of approval be updated and included on the new document. Old, now outdated copies should be destroyed except for those kept on file for historical purposes.

Copies of chapter bylaws, in addition to being available for use by chapter members, should be readily available for use by the principal. Some schools systems require that these organizational guidelines be approved by the local school board or be on file with central office. This is another reason for careful review and preparation of the text as a representative document of the chapter.