**Chapter Bylaws**

**of the**

**Antoinette Reading Junior High School Chapter**

**of the**

**National Junior Honor Society**

**Adopted: April 2022**

**ARTICLE I: NAME**

The name of this chapter shall be the Antoinette Reading Junior High School Chapter of the National Junior Honor Society of the Lamar Consolidated Independent School District.

**ARTICLE II: PURPOSE**

The purpose of this organization shall be to create enthusiasm for scholarship, to foster a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of Antoinette Reading Junior High 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. This chapter will remain an active member of the state association, the Texas Association of Secondary School Principals by participating in state functions when possible.

Section 3. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4. Nondiscrimination. 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, gender, or disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**ARTICLE IV: THE PRINCIPAL**

Section 1. The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The Principal shall have final approval of the chapter advisor(s) position. Co-advisors are also acceptable when necessary.

Section 3. The Principal shall have final approval of the Faculty Council appointments.

Section 4. The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

**ARTICLE V: THE CHAPTER ADVISOR(S)**

Section 1. The chapter advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor(s) shall send the annual activity report to the national office.

Section 3. The chapter advisor(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter advisor(s) shall help the chapter officers understand and carry out their duties.

Section 5. The chapter advisor(s) shall be an ex-officio, nonvoting, sixth member of the Faculty Council.

Section 6. The chapter advisor(s) shall be a member of the faculty at Antoinette Reading Junior High School, annually approved by the principal, and may serve consecutive terms.

Section 7. The chapter advisor(s) shall approve the nomination of members for the National Junior Honor Society Outstanding Achievement Award.

**ARTICLE VI: THE FACULTY COUNCIL**

Section 1. The Faculty Council shall consist of five voting faculty members. No principal or assistant principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may hold consecutive terms.

Section 3. The chapter advisor(s) shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 4. The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

Section 5. The Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council might also award honorary membership to school officials, principals, teachers, NJHS advisors, or other adults.

Section 6. The Faculty Council shall conduct hearings in cases that a member’s standing with NJHS’s expectations comes into question. The Faculty Council shall put on probation those students who fall below the membership standards determined by the Faculty Council. Students on probation cannot attend meetings, activities, etc. until their achievement meets the standards. They will receive counsel and support from the advisors.

Section 7. The Faculty Council will develop and revise, when necessary, all chapter by-laws & procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

**ARTICLE VII: 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. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Memberships in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

1. Candidates eligible for selection to this chapter must be in the second semester of seventh grade.
2. Candidates eligible for selection must have maintained conduct grades of “E” or “S” in all classes and must not have had any referrals in 6th or 7th grade.
3. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 89.5.
4. Upon meeting the grade level, discipline, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship as defined in Article VIII.

Section 4. Candidates shall become active members at Induction.

Section 5. Members shall maintain all requirements for eligibility throughout the year in order to avoid probation or dismissal from NJHS.

Section 5. The Faculty Council may grant honorary membership to students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society.

Section 6. An NJHS member who transfers from another school and brings a letter from the principal or chapter advisor to the MPVAMS advisor(s) shall be accepted automatically as a member in the new school’s chapter. Transfer members must meet the new chapter’s standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits and must surrender all NJHS insignia.

**ARTICLE VIII: 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. The chapter advisor(s) shall act as voting member of the Faculty Council during the course of membership selection. The chapter advisor(s) will review with the principal the results of the deliberations.

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

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

a. Applicants shall submit their completed application (including teacher recommendations and personal essays) to the chapter advisor.

b. Applicants’ academic records shall be reviewed to verify scholastic eligibility by the Chapter Advisor.

c. All students who are eligible scholastically (i.e., candidates) shall be reviewed by the Faculty Council using faculty input and other relevant information to determine those who fully meet the selection criteria for membership.

d. Qualified applicants will be notified, invited to the Induction ceremony and asked to complete and submit the candidate information form.

Section 4. Candidates shall become active members at Induction.

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 IX: OBLIGATIONS OF MEMBERS**

Section 1. Annual dues for this chapter shall be $15. Dues will be payable to the chapter on the day of induction.

Section 2. Each member is expected to maintain their good standing in all 5 pillars of the NJHS throughout the school year.

Section 3. 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 4. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter and shall forfeit their chapter dues.

**ARTICLE X: THE 5 PILLARS**

Section 1. Scholarship – A student who exercises scholarship not only maintains their high academic standings, but seeks to learn outside their standard classes.

Section 2. Service – Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. Students who exercise the quality of service are willing to volunteer and provide dependable and well-organized assistance, are willing to make sacrifices to offer assistance to others, enthusiastically render any requested service to the school, and participate in service activities outside of school. (See Appendix A for clarification on

Section 3. Leadership – A student who exercises leadership demonstrates initiative in promoting school activities, exercises positive influence on peers in upholding school ideals and spirit, contributes ideas that improve the civic life of the school, inspires positive behavior in others, and is dependable in any responsibility accepted.

Section 4. Citizenship – A student who demonstrates citizenship understands the importance of civic engagement, respects authority figures (school and outside), & acts as a positive influence in the school community through their actions and behavior.

Section 5. Character – A student of character exemplifies positive and desirable qualities of behavior, cooperates by complying with school policies and regulations and codes of student conduct, displays personal responsibility, takes criticism willingly and accepts recommendations graciously, demonstrates the highest standards of honesty, academic integrity, and reliability, & regularly exhibits courtesy, concern, and respect for others.

**ARTICLE XI: OFFICERS**

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

Section 2. Student officers shall be elected at the September chapter meeting of each school year. All 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 but the nomination must be accepted by the nominee before voting occurs.

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. If a tie exists during a run-off, then one candidate can concede or both candidates may share the position.

Section 4. The duties of the President shall be:

1. To preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.
2. To serve as the liaison between the advisors and members.
3. To work with the advisors to organize activities, fundraisers, and projects.
4. To oversee the other officers and ensure that they are delivering their expected duties and upholding the standards of NJHS.
5. To participate in the planning and implementation of the Induction Ceremony.
6. To oversee community service opportunities (group & individual) and maintain the records for each member.

Section 5. The duties of the Vice President shall be:

1. To preside in the absence of the president
2. To keep a record of members’ contributions to leadership and service.
3. To take member attendance at meetings.
4. To work with the President to organize NJHS activities, fundraisers, and projects.
5. To assist the President in overseeing community service opportunities (group & individual) and maintaining the records for each member.
6. To participate in the planning and implementation of the Spring Induction Ceremony.

Section 6. The duties of the Secretary shall be:

1. To complete the duties of the Vice President in their absence.
2. To keep the minutes for meetings, to have them approved by the advisor, and to distribute them to members.
3. To be responsible for all official correspondence to and from the club (i.e. thank you letters, morning announcement, school newsletter, etc.)
4. To oversee the creation of posters for NJHS functions, fundraisers, and activities.

Section 7. The duties of the Historian shall be:

1. To complete the duties of the Secretary in their absence.
2. To memorialize NJHS meetings, events, fundraisers, and functions.
3. To take pictures of meetings, events, and functions and to act as liaison with the yearbook committee.
4. To assist the Secretary in overseeing the creation of posters for NJHS functions, fundraisers, and activities.

Section 8. The duties of Treasurer shall be:

1. To complete the duties of the Historian in their absence.
2. To keep the record of business expenses, dues, and all other financial transactions of the chapter.
3. To maintain in a notebook an accurate record of all expenditures and income.
4. To become aware of financial aspects of proposed projects.
5. To present financial status reports at meetings when called upon.
6. To provide copies of the financial reports to the secretary for record keeping.
7. To make recommendations of approval or disapproval of an activity from a financial standpoint.
8. To work with the advisors on filling out forms for money-making projects and fundraisers.

Section 9. Officers who are unable to fulfill their duties or who fall below the expectations as outlined in the Chapter By-laws will be removed from office.

Section 10. In the event an officer must vacate their position for any reason, an emergency vote will take place following the procedures outlined for standard elections at the following chapter meeting.

Section 11. Officers and the chapter advisor(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 XII: Executive Committee**

**Section 1.** The executive committee shall consist of the officers of the chapter and the chapter advisor.

**Section 2.** The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of 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 all chapter activities except those with regard to the selection, discipline, & dismissal of members which are the sole domain of the chapter’s Faculty Council per the provisions in Article VI Section 7.

**ARTICLE XIII: MEETINGS**

Section 1. Regular meetings of this chapter shall be the first Tuesday of each month.

1. In the event that membership does not allow for a single meeting, the monthly chapter meetings will be split and take place on the Tuesday & Thursday of the first full week in each month.

Section 2. The president or advisor(s) may call special meetings approved by the executive committee.

Section 3. Members are expected to attend all chapter meetings.

Section 4. Meetings shall be conducted according to *Robert’s Rules of Order, Newly Revised*.

**ARTICLE XIV: 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 advisor(s). This is in addition to the chapter projects to which all members contribute.

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

# **ARTICLE XV: DISCIPLINE and DISMISSAL of MEMBERS**

Section 1. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Reading Junior High 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 the student was selected, 89.5, they 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. These violations include, but are not limited to stealing; destruction of property; cheating; truancy; physical altercations; bullying; 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, unexcused absences, excessive tardiness, disrespect towards faculty, 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 advisor(s)/faculty council indicating the reason for consideration of dismissal.

b. The member has the **right** to respond to the charge(s) against them 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 their 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 advisor(s).

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 XVI: 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 XVII: OFFICIAL INSIGNIAS**

Section 1. This chapter shall have an official emblem of the torch and flame.

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

Section 3. The motto of the Antoinette Reading Junior High School Chapter of the National Junior Honor Society shall be *Light is the Symbol of Truth*.

Section 4. The official colors of the Antoinette Reading Junior High School Chapter of the National Junior Honor Society shall be blue, white, & silver.

Section 5. The official flower of Antoinette Reading Junior High School Chapter of the National Junior Honor Society shall be the white rose.

**ARTICLE XVIII: OUTSTANDING ACHIEVEMENT AWARDS**

Section 1. Outstanding Achievement Awards shall be given to the five current NJHS members that best exemplify each of the pillars of the Honor Society. One each for scholarship, service, leadership, citizenship, and character.

Section 2. Recipients of the awards will be chosen by the Executive Committee with final approval by the Chapter Advisor(s).

Section 3. Outstanding Achievement Awards will be given at the Induction of the new members.

**ARTICLE XIX: AMENDMENTS**

These bylaws may be amended by a two-thirds 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 VIII and XV, which are developed by the faculty council with the approval of the principal.

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**Appendix A**

**Community Service Hours Guidelines**

**National Junior Honor Society**

**Reading JH**

**Community Service**

Community service hours are hours spent addressing identified community needs. The service directly benefits either (1) children, people experiencing poverty, discrimination, abuse, poor health, old age, or physical/mental limitations or (2) the protection of animals or the environment for which an individual does not receive financial compensation.

As part of your membership in NJHS, you are expected to volunteer for a minimum of 60 hours. To remain on track, you should maintain 5 hours a month on average.

**Acceptable Hours**

1. Service may be volunteered to the school and/or the community.
2. Volunteer hours are usually performed in service to non-profit organizations benefiting community needs as defined above, though involvement in the service projects of for-profit businesses that address a community need will count as community service hours.
3. Volunteer service must meet an identified community need as defined above.
4. Student participation is of voluntary nature and they may not be paid for services rendered.
5. Participation in performances (dance, theater, music) will count as service hours if the performance is a benefit to the National Junior Honor Society *OR* the production is created specifically to address identified community needs as defined above.
6. Tutoring when sponsored by a community organization or done in school and signed off by a staff member.
7. In general, hours spent coaching youth sports count as service hours.
8. Assisting in activities at religious institutions that benefit a community need as defined above.

**Limitations**

* Parents cannot sign for their children. If the event is not a school sponsored activity, then an NJHS Service Hours form must be filled out by a leader of the organization where the service was performed.

**Unacceptable Hours**

1. Service may not be performed for a profit-making organization, except for institutions such as hospitals, nursing homes, or the humane society. For example, you cannot volunteer to work the cash register at a family business and count those hours as service. This does not serve the community.
2. Managing or being on an MPVA athletic team, chorus, band, etc. or participating in the school play are considered school activities and do not meet the definition of service to the community.
3. Volunteer work for the purpose of promoting a particular institution or program cannot count as volunteer hours in NJHS. For example, if your Scout troop helps with the Special Olympics, those hours would count, but not time spent on a membership drive to gain new members.
4. Volunteer hours that give you credit for any other program you may be involved in may not be used for NJHS Service Hours as well.
5. Volunteer service involving academic requirements for a class will not count.
6. Something personal done for your family such as painting your house, moving, or taking care of a grandparent does not count.
7. Service performed as a result of disciplinary action taken by the school or NJHS Faculty Council do not count as service hours.

The above criteria will not cover all circumstances.  If a question exists regarding the acceptance of an activity for volunteer service, an NJHS Advisor should approve the service prior to the student’s participation.  A good guideline would be to ask how the activity addresses a social problem or community need that the student has identified to work on as a part of his/her community service plan.