

Goochland Middle School

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Home of the Eagles

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Chapter Bylaws
Of the
Goochland Middle School Chapter
Of the
National Junior Honor Society
Adopted: 1/8/15

ARTICLE I: NAME

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

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 Goochland Middle School.

The chapter shall use the following pledge for the purposes of induction:

I pledge myself to uphold
the high purposes of
The National Junior Honor Society
to which I have been elected.
I will be true to the principles for which it stands.
I will be loyal to my school
and will maintain and encourage
high standards of
scholarship,
character,
leadership,
citizenship,
and service.

The motto of the National Junior Honor society shall be, "Light is the Symbol of Truth."

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

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

The Goochland Middle School will be under the sponsorship and supervision of the National Association of Secondary School Principals (N.A.S.S.P.), 1904 Association Drive, Reston, VA 20191.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal. The chapter adviser will serve as a non-voting member of the Faculty Council and shall act as a liaison between students and school administration. The chapter advisor shall regularly review each member for compliance with NJHS standards and obligations.

Section 3: The Faculty Council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the Faculty Council. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms. The assistant Chapter Adviser may serve as a voting member of the council. The Faculty council shall meet at least once a year to select members and consider dismissal and non-selection cases as necessary.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal. The principal shall not serve as voting member of the Faculty Council. The principal shall be part of the local school district appeal process for non-selection or dismissal cases.

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. Once selected, members have the responsibility to continue to exhibit these qualities.

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:
Candidates eligible for selection to this chapter must be members of grades 7 through 8

To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Goochland Middle School. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

Scholarship: 7th or 8th grade candidates must have a cumulative scholastic average of 90 or higher for admittance into the chapter. Averages will not be rounded as teachers often round scores when calculating final grades. Therefore, a 3.799 is not equivalent to 3.8.

Service: Students will provide documentation of community (neighborhood, church, non-school based activities, etc.) involvement. 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 to the individual performing the service.

Leadership: Students will provide documentation of involvement (athletics, clubs, etc.) at Goochland Middle School. Leadership is evidenced by characteristics such as initiative in promoting school activities; exercising a positive influence on peers in upholding school ideals; contributing ideas that improve the civic life of the school; the ability to hold student offices or positions of responsibility; and a willingness to maintain a positive school attitude.

Character: Character is often displayed in the qualities of: respect, responsibility, accountability, honesty, self-discipline, and the willingness to adhere to both written rules and high ethical standards.

Citizenship: Students should understand the importance of civic involvement and have a high regard for freedom, justice, and respect for the American form of representative government. Students will write an original essay in response to a pre-selected topic. Essays will be evaluated based on their content as related to the topic, to the 5 core values of N.J.H.S. (scholarship, service, leadership, character, and citizenship), and on the proficiency of written communication.

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 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 second semester 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) shall be notified and asked to complete and submit the Candidate's Form and an essay completed during school for further consideration. This form must be returned to the Chapter Adviser on or before the published due date. No forms will be accepted late. In the event that school is canceled on the due date, forms must be returned on the next day that school is in session.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser. Faculty input forms will reflect sound, professional judgment and must be signed in order to be used in the evaluation process.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership. The selection of each member to the chapter shall be by a majority vote of the Faculty Council after a careful review of all submitted documents and information. Selection is not automatic and is not a right.
- e. Disciplinary records from the preceding year will also be examined.

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 be \$10.00. Dues will be payable to the chapter within 30 days of induction.

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 is never again eligible for membership or its benefits.

ARTICLE VII: OFFICERS

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

The president shall plan meetings with the other officers and oversee meetings of the chapter. The president will communicate clearly with other officers and take responsibility for the activities of the club. The president must be creative in planning direction of the club, seek service opportunities for members, serve as the official representative of the chapter at school and community functions and take his/her job seriously.

The vice-president shall assist in planning meetings with the other officers and organizing group service projects, and shall also keep a record of members' contributions to leadership and service.

The vice-president will serve in the event of the president's absence. The vice-president will be responsible for writing thank you notes throughout the year. The vice-president shall be responsible for writing newsletter articles.

The secretary will keep the minutes of each meeting. The secretary will read the minutes from the previous meeting at the beginning of the next meeting. He/she will take attendance and keep accurate records of any committees and committee activity. The secretary will submit and keep records of all school wide announcements. The secretary must possess superior organizational abilities.

The treasurer will assist the adviser(s) with all fundraisers and the collecting and counting of all money. He/she will maintain an accurate budget and will report all financial transactions at the beginning of each meeting.

The historian is the custodian of the N.J.H.S. past, gathering and recording the present to preserve it for the future. The historian maintains a club scrapbook to document important events in the life of its members. The scrapbook provides a look into the past and illustrates the growth and accomplishments achieved in the N.J.H.S. work. Adding names, dates and short descriptions to scrapbook entries helps future members know what took place.

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.

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. 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.

An officer shall be removed from office for failing to perform the duties of his/her office or for falling below the N.J.H.S. standards set forth upon membership.

The officer shall be promptly warned in writing by the Chapter Adviser and be given one month to correct the deficiency in N.J.H.S. standards or duties. Officers shall only be given a month instead of a nine weeks to correct deficiencies as they are examples and role models for other members as well as the entire student body of Goochland Middle School.

In the case of flagrant violation of school rules or civil laws, an officer will automatically be removed from office without warning.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be twice per month unless extenuating circumstances necessitate fewer or additional meetings.

Section 2. Members are expected to attend all chapter meetings.

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.

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 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 Goochland 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. Any member failing to meet the required number of service projects within prescribed timeframes will be recommended to the Faculty Council for dismissal.

For purposes of dismissal, a majority vote of the Faculty Council is required.

The National Council and the N.A.A.S.P. shall hear no appeals in dismissal cases.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.0), 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, unexcused absences, 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. All members are expected to display good citizenship at all times. any member who receives an out-of-school suspension will receive a written warning from the adviser(s) and have his/her membership re-evaluated by the Faculty council for the purposes of 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. The National Council and the N.A.A.S.P. shall hear no appeals in dismissal cases.

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.

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

ARTICLE XII: AMENDMENTS

Amendments to the charter and/or by-laws of the Goochland Middle School chapter may be made by the suggestion of the N.J.H.S. president, the building principal, or the chapter Adviser(s). A majority vote by the Faculty Council will approve the amendment.

All amendments are subject to approval by the principal and must be in accordance with national N.J.H.S. guidelines.

Approved on 1/8/15

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.