

**BYLAWS OF THE ELGIN MIDDLE SCHOOL CHAPTER
OF NATIONAL JUNIOR HONOR SOCIETY**

Revised 2020

ARTICLE I
Name and Purpose

Section 1: The name of this organization shall be the Elgin National Junior Honor Society of Elgin Middle School. 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 the school.

ARTICLE II
Selection of Members

Section 1: To be eligible for new membership, the candidate must be a member of the seventh or eighth grade class.

Section 2: The candidate must have been in attendance at Elgin Middle School the equivalent of one semester.

Section 3: The candidate must have a cumulative grade point average of at least 3.50 or a 90% average. This cumulative GPA is based on the prior semester.

Section 4: The Adviser(s) shall issue letters of invitation to students who have met all criteria for scholarship, leadership, service, character and citizenship.

Section 5: Prospective members and their parent(s)/guardian(s) must complete and sign the notification form showing understanding of the requirements to obtain and maintain membership and return it before the stated deadline in order to be considered for membership. Students must hand out a Teacher Rating Sheets to one core teacher and one elective teacher.

Section 6: Teachers will turn in confidential rating sheets for all students requesting membership who meet the scholastic criterion. Documentation from the principals that any potential member has been suspended from school or placed in ISD may result in non-selection. Additionally, improper school behavior as outlined in the student handbook, behavior referrals to the office, or any other actions which reflect behavior not compatible with the image of leadership the school wishes to maintain or which reflect negatively on the school may result in non-selection. The NJHS Advisers shall review these confidential rating sheets along with the student information forms for the remaining criteria of leadership, service, character and citizenship.

Section 7: The Faculty Council will vote to accept a candidate for regular membership or to not accept a candidate for membership.

Section 8: To finalize membership, students must show their acceptance of the invitation by completing the induction.

Section 9: An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter with proper documentation of membership. 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 III **Probation and Dismissal Procedures**

Section 1: To be in good standing, a member cannot be on probationary status. This includes, but is not limited to, probation for GPA, attendance, service points and/or character issues.

Section 2: A member whose cumulative GPA falls below 3.50 at the end of any semester shall be notified in writing that she/he is being placed on probation for the entire semester immediately following the grading period. During the probation period, she/he is allowed to participate in all chapter activities except to run for office. If the member's cumulative GPA returns to a 3.50 or better at the end of the semester of probation, the probation will be lifted. If the cumulative GPA remains below a 3.50 at the end of probation, the member will be recommended to the Faculty Council for dismissal.

Section 3: The adviser(s) shall issue probation letters at the first of the semester to those members who have not attended at least 50% of the monthly meetings. The Faculty Council may vote to dismiss any member who has not corrected the attendance problem by May 15.

Section 4: Each member is required to earn ten (10) service points **each** semester. The adviser(s) shall issue probation letters at the end of first semester to those members who have not completed ten (10) of the required service points. Second semester 8th graders cannot be placed on probation and will be recommended for dismissal. The deadline for service points is **May 15**.

Section 5: The adviser(s) shall issue probation letters at the beginning of November and March to those members who have completed zero (0) of the required service points. The Faculty Council may vote to dismiss any member who has completed zero (0) service points at the end of any semester.

Section 6: The adviser(s) may issue a probation letter to any member for failure to fulfill a commitment to a service or project. The Faculty Council may vote to dismiss the member if another failure occurs within the probationary period.

- Section 7: The adviser(s) shall issue a warning to members who have not paid their dues by the stated deadline. The Faculty Council may vote to dismiss any member who has not corrected the dues warning by the stated deadline.
- Section 8: The Faculty Council may vote to place on probation or dismiss any member whose behavior is considered to be inappropriate or contrary to National Junior Honor Society standards without a prior warning being given. Additionally, a member may be dismissed for failure to represent NJHS properly and fairly, improper school behavior as outlined in the student handbook, behavior referrals to the office, or any other actions in school or outside of the school, which reflect behavior not compatible with the image of leadership the school wishes to maintain or which reflect negatively on the school. Documentation from the principals that a member has been suspended or placed in ISD may result in dismissal. The NJHS Notification Form, signed by both parent and student, outlines the characteristics needed to maintain membership and that a member's grades, behavior, and/or disciplinary actions will be monitored by the advisers and shared with the Faculty Council.
- Section 9: The Faculty Council, prior to dismissal, shall permit any member and member's parent(s) or guardian(s) the right to a hearing. Additionally, the member will be granted five (5) school days in which to file a written appeal of the Faculty Council's decision to the head principal of the school. The dismissed member may further appeal the decision of the principal by following the regular appeals process in place in the school district.

ARTICLE IV

Chapter Officers

- Section 1: A candidate must complete an application indicating his/her intention to apply to be an officer during the second semester of his or her seventh grade year. Students interested in an office must attend a preliminary meeting where they must turn in their completed application packet.
- Section 2: Members on probationary status may not apply for an office. Additionally, a member may be prohibited from applying for office for failure to represent NJHS properly, improper behavior as outlined in the student handbook, Article III of the NJHS Bylaws, behavior referrals to the office, or any other actions which reflect behavior not compatible with the image of leadership the school wishes to maintain or which reflect negatively on the school. Documentation from the school principals that the member has been suspended from school or placed in ISD may prohibit that member from running for office.

- Section 3: All officers:
- must be able to come to planned meetings.
 - are expected to participate in all planned service projects.
 - are expected to attend the State Convention.
 - are to be part of the Induction Program and to help in the planning of this program.
- FAILURE TO ATTEND THE STATE CONVENTION OR THE INDUCTION
MAY RESULT IN YOUR REMOVAL FROM OFFICE.
- must follow all NJHS bylaws and the national constitution.
- Section 4: The Selection process will be done by interview with the Faculty Council, Advisers and/or Principals. A rubric will be used to score the interview.
- Section 5: The officers of the chapter shall be president, vice president, secretary, treasurer, historian, and public relations coordinator.
- Section 6: It shall be the duty of the president to preside at the meetings for this chapter.
- Section 7: 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 8: The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.
- Section 9: The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter
- Section 10: The historian shall be responsible for keeping a record of chapter events through photography, journaling, scrapbooking, website, or other such similar media.
- Section 11: The public relations coordinator shall be responsible for contacting members, parents, and/or the general public about upcoming Elgin Chapter events through signage, phone (voice and/or text), website, or other similar communications media.
- Section 12: Officers are required to attend 100% of the officer's meetings unless the absence is excused. Officers may make up an unexcused absence by earning an extra five (5) in-school service points. However, unexcused absences may not exceed two (2).

- Section 13: Upon recommendation of the chapter adviser(s) and approval of a majority of the Faculty Council, an officer may be removed from office for not fulfilling the duties and responsibilities of the office and/or for having academic problems. Additionally, an officer may be removed for failure to represent NJHS properly and fairly, improper school behavior as outlined in the student handbook, behavior referrals to the office, or any other actions, inside or outside of school, which reflect behavior not compatible with the image of leadership the school wishes to maintain or which reflect negatively on the school. Documentation from the school principals that the officer has been suspended from school or placed in ISR may result in termination from office. The same procedure used to dismiss a member would be followed to remove an officer; however, though removed from officer status, the person may still retain chapter membership.
- Section 14: Replacement of officers and/or committee heads who have been dismissed for any reason will be at the discretion of the Faculty Council/adviser/principal.

ARTICLE V **Executive Committee**

- Section 1: The Executive Committee consists of the Chapter Officers and Adviser(s).
- Section 2: The Executive Committee shall have general charge of the meetings and business of NJHS, but any action on the part of the Executive Committee shall be subject to review by the organization and the principal.
- Section 3: Selection and dismissal procedures are **NOT** to be governed by the Executive Committee.
- Section 4: The President shall act as the chairperson of the Executive Committee.

ARTICLE VI **Meetings**

- Section 1: Meetings will be held monthly during the school year beginning in September or October and will be announced on the daily announcements or printed in a schedule.
- Section 2: Members are required to attend 50% of all meetings. Special circumstances will be evaluated by the adviser for recommendations to the Faculty Council. Members are to report their reasons for absence to the Faculty Adviser(s).
- Section 3: Special meetings recommended by the Executive Committee and approved by the adviser may be called by the president.

Section 4: Those conducting the meetings will be encouraged to do so according to ROBERT'S RULES OF ORDER, NEWLY REVISED in all points not expressly provided for in the constitution or the chapter bylaws.

ARTICLE VII **Activities**

Section 1: To earn service points, chapter members shall participate in service projects each year.

Section 2: All members shall regularly participate in service projects earning enough service points to maintain good standing.

Section 3: These projects should have the following characteristics:

- A. fulfill a need with the school or community
- B. have the support of the administration and the faculty
- C. be appropriate and educationally defensible
- D. be well-planned, organized, and executed

Section 4: Service points shall be designated at the beginning of each service activity.

Section 5: Service points will be recorded as they are earned. Each member is to earn 10 (10) service points **each** semester. At least seven (7) of those ten (10) points must be earned through chapter-organized and sponsored activities. Three (3) of the ten (10) points must be earned through individual service projects. Service points must come from more than one project. The request for points to be accepted outside of organized activities will be reviewed by the executive committee. Failure to earn required service points could result in dismissal. Members who do not earn the required ten (10) service points for the semester will be placed on probation for the following semester. During that time, the member must earn the remainder of the ten (10) points in addition to the ten (10) required for the semester of probation. If the member earns the points she/he will be removed from probationary status. In the event the member does not earn the service points, she/he will be recommended to the Faculty Council for dismissal. All service points must be turned in by **May 15**.

ARTICLE VIII **Membership Dues**

Section 1: The dues assessed to members of this chapter are set at \$10.00 per school year, to be paid at the beginning of the year.

Section 2: Dues are to be paid one week prior to the induction ceremony.

Section 3: Dues are non-refundable should a member be dismissed for any reason.

ARTICLE IX
Amendments

Section 1: These bylaws may be amended by a majority vote of the district advisers.

Appendices

Appendix 1:

Expectations of NJHS Officers

Officer Name _____

Congratulations on being selected as a NJHS officer for the _____ school year. The next year looks to be fun and exciting. The following are expectations and characteristics that (advisers' names) are expecting of you.

Basic Philosophy for NJHS:

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 the school. This is a service organization not a teacher run organization. We are here to help you complete projects and tasks for (school name) and the community but we will not do it for you.

Expectations:

1. Attend all meetings. If you will not be able to attend a meeting, a 2 hour notice is required. We prefer to be notified as early as possible. As stated in the constitution, 3 unexcused absences will result in disciplinary action. If you are not at school, you can email or call us to let us know.
2. Be on time and present for the whole meeting.
3. All necessary paperwork, including folders, in hand at all meetings. You may not leave folders in (advisers' names) room.
4. Be attentive and involved in all meetings and activities.
5. Meeting times are for NJHS activities. Not for tutoring or conferencing with teachers.
6. Follow through with all commitments. If you agree to something, complete the task or activities.
7. Follow all school and NJHS rules as established in the bylaws and constitution.

Characteristics of a (school name) NJHS Officer:

You must be a positive leader and role model for the school which means you need to display the following at all times.

1. Have a positive attitude
2. Be Honest
3. Proper behavior in class
4. Be hardworking
5. Not a discipline problem
6. Maintain at least a 3.50 cumulative grade point average

I have read and understand the expectations and expected behaviors of myself as a _____ NJHS officer.

Officer Signature

Date

Parent Signature

Date

Appendix 2

NJHS Teacher Rating Sheet

CONFIDENTIAL TEACHER EVALUATION

Dear Teachers,

The Faculty Council for National Junior Honor Society is requesting your help. Please fill out and return these evaluations to (adviser name) or place them in the mailbox. They will be used as supplemental information about students who qualify academically for membership in NJHS. In addition, we ask that you keep this information confidential.

Thank you for your cooperation. It will help us make the best possible, most informed decisions regarding membership. Please feel free to add any notes you feel necessary.

**Please fill out the evaluation form and return it to _____
by noon on _____. The contents are confidential.**

APPLICANT'S
NAME _____

TEACHER NAME _____ SUBJECT _____

PLEASE RANK THE APPLICANT BASED ON 1-5 SCALE 1=POOR, 5=EXCELLENT

1. TRUSTWORTHY	1	2	3	4	5
2. HARD WORKING	1	2	3	4	5
3. SELF MOTIVATED	1	2	3	4	5
4. COOPERATIVE	1	2	3	4	5
5. ORGANIZED	1	2	3	4	5

6. DEPENDABLE	1	2	3	4	5
7. A LEADER	1	2	3	4	5
8. POSITIVE ABOUT SCHOOL	1	2	3	4	5

TOTAL _____/40
 Signature_____

Teacher's

Date
 Received_____

Would this student make a good addition as an NJHS Member and/or Officer? (Circle one)

Yes No See Me

Comments:

Appendix 3:

**ELGIN MIDDLE SCHOOL
 CHAPTER OF NATIONAL JUNIOR HONOR SOCIETY
 PROBATION LETTER**

Date_____

Dear _____,

This letter constitutes probation for the following reason(s):

- _____ 1. Failure to attend 50% of the membership meetings, a standard established by the National Junior Honor Society. Our records indicate that you have attended only _____ meetings.
- _____ 2. Failure to accumulate any service points by the ___ first week of November/ _____ first week of March.
- _____ 3. Failure to accumulate (10) service points by the end of the first semester. At least (1) point must be earned by the end of October. Seven of the points must be from school related activities. Our records indicate that you have accumulated _____ school points and/or _____ other points.
- _____ 4. Failure to accumulate (10) second semester service points by May 15th or (2) per month

for new members. Seven of the member's points must be from school-related activities. Our records indicate that you have accumulated _____ school points and/or _____ other points.

_____ 5. Failure to maintain a "3.50" cumulative grade point average. This is an overall grade point average of all semesters in junior high. (Averages will be rounded to the nearest hundredth.)
Our records indicate that you now have a _____ cumulative grade point average.

_____ 6. Failure to maintain satisfactory citizenship based on the standards upon which you were selected for membership.

_____ 7. Failure to fulfill a commitment to a service and/or project.

You have until _____ to be in compliance with our constitution and/or bylaws in regard to the above checked violation(s). Failure to do so may result in your dismissal from the Elgin Middle School Chapter of the National Junior Honor Society. Once dismissed, you may not rejoin National Junior Honor Society. Prior to dismissal, you and your parent(s)/guardian(s) have the right to a hearing before the Faculty Council. If you have any questions, please contact the adviser.

Adviser

Student Signature

Appendix 4:

**ELGIN MIDDLE SCHOOL
CHAPTER OF NATIONAL JUNIOR HONOR SOCIETY
RECOMMENDATION FOR DISMISSAL**

Date

Dear _____,

It is our regret to inform you that the Faculty Council has recommended you for dismissal

from the National Junior Honor Society. The reason for this recommendation is:

This impending dismissal may be appealed, in person, to the Faculty Council on

_____ at _____ in
_____.

Respectfully,

Adviser

Student Signature

cc: Parent
Principal

Appendix 5:

**ELGIN MIDDLE SCHOOL
CHAPTER OF NATIONAL JUNIOR HONOR SOCIETY
DISMISSAL LETTER**

Date

Dear _____,

It is our regret to inform you that the Faculty Council has voted to dismiss you from our

Chapter of the National Junior Honor Society. The reason for the dismissal is:

This dismissal may be appealed in writing, within five school days of receipt, to the principal

of the school.

Respectfully,

Adviser

Student Signature

cc: Parent
Principal