



## Houston Academy: NJHS Bylaws

### Article I: Name and Purpose:

**Section 1.** The name of this organization shall be the Houston Academy Chapter of the National Junior Honor Society (HA NJHS).

**Section 2.** The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at Houston Academy.

**Section 3.** NJHS is an affiliate program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

**Section 4.** These Bylaws were established in accordance with HA policy and are aligned to the NJHS Constitution developed by NASSP.

### Article II: Roles and Responsibilities

#### Section 1: The Head of School

- The Head of School reserves the right to approve all activities and decisions of the chapter.
- The Head of School shall annually appoint a member of the faculty as Chapter Adviser, who may serve consecutive terms.
- The Head of School shall annually appoint the Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- The Head of School may review appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

#### Section 2: The Chapter Adviser

- The Chapter Adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.
- The Chapter Adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- The Chapter Adviser shall maintain files on membership, chapter history, activities, and financial transactions.

- The Chapter Adviser shall regularly review each member's status at HA to ensure compliance with NJHS standards and obligations.
- The Chapter Adviser shall work with the Executive Committee to set goals, run meetings, and organize events/fund raisers.
- The Chapter Adviser shall be a non-voting, sixth member of the Faculty Council.

### **Section 3: Faculty Council**

- The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be ex-officio, non-voting, sixth member of the Faculty Council.
- The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NJHS policies.

## **Article III: Membership**

**Section 1.** Membership in local chapters is an honor bestowed upon a student in grade 8, 9, or 10. Selection for membership is decided by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2.** Candidates become members when inducted at a special ceremony.

**Section 3.** An NJHS member who transfers to another school and brings a letter from the principal/head or chapter adviser to the new school adviser shall be accepted 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 4.** Members who resign or are dismissed may not apply to be reinstated.

## **Article IV: Selection of Members**

### **Section 1. Selection Process**

The selection of candidates occurs during the first month of the school year and is based on the student's academic and disciplinary record. To be eligible, the candidate must be a member of

those classes designated as eligible (grades 8 and 9) in the Chapter Bylaws and have spent a minimum of one (1) full semester at HA. The selection process works in the following manner:

Part I: Invitations: Students must meet the following criteria to be invited to apply for NJHS:

- Academic: The student must have a Cumulative Grade Point Average (GPA) of at least 3.52 (on a 4.0 scale) in core academic courses (math, science, social studies, English and a foreign language).
- Behavior: The student must have an exemplary disciplinary record with no Major Discipline or Honor Code infractions in accordance with the HA Student Code of Conduct and Honor Code in the year prior to application.

All students in grades 8, 9 and 10 (students not previously selected) that meet these criteria are considered eligible and will receive an invitation to apply and an application.

Part II: Applications: Invited students will complete an application form that will be reviewed by the Faculty Council. If the student does not complete the application form in accordance with the established timeline, they will not be accepted into the organization.

Part III: Faculty Council Deliberations: The Faculty Council will review the student's academic/discipline record and application to determine selection. Please note that the Faculty Council will review all applications and although the student may be eligible, if the Faculty Council does not feel that the student meets any of the four pillars of NJHS, they may deny a student's application. In this case, the student will be welcomed to reapply in the future provided that they continue to meet the basic eligibility requirements.

Part IV: Selection of Candidates: The selection of each member to the Chapter shall be by a majority vote of the Faculty Council. The Chapter Adviser shall review the list of accepted members with the principal prior to releasing the results of the Faculty Council's deliberations.

**Section 2.** A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NJHS.

**Section 3.** Students may formally request in writing to the Head of School that the Faculty Council review any decision to not accept a member and the Head of School can provide oral feedback to justify the decision and advice on areas that the individual can grow in order to reapply and potentially be accepted in the future.

**Section 4.** The NASSP will not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

## **Article V: Membership Induction Process**

**Section 1.** The Head of School will formally invite students that meet the minimum qualifying standards to apply by the second week of August.

**Section 2.** Qualifying applicants will be provided one week to complete the Application Forms and to get the required signatures to support their application. Applications must be handed in by the date and time established by the Chapter Adviser.

**Section 3.** Members of the Faculty Council will interview applicants during the third week of February.

**Section 4.** The Chapter Adviser will notify the applicants of which students were selected by the first week of March.

**Section 5.** During the third or fourth week after the start of the school year, a special NJHS Induction Ceremony will be held to welcome and induct new members. The ceremony will follow the recommendations of the NASSP.

**Section 6.** All members and inductees must attend the ceremony. Failure to attend the ceremony will result in dismissal unless an extraordinary situation occurs and the member submits a letter for approval by the Faculty Council.

## **Article VI: Discipline and Dismissal**

**Section 1.** The Faculty Council, in compliance with the rules and regulations of the National Junior Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the Chapter Adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation (MAJOR INFRACTION) of school rules or the law, a member does not have to be warned. NJHS has established the following special conditions that all members must abide by in addition to the rules and regulations established in the Bylaws.

**Scholarship:** Students must meet the minimum scholarship requirement of an accumulated GPA of 3.52 in core subject areas in accordance with the school's policy and definition of Cumulative GPA. Once accepted, members must maintain the minimum GPA at all times. If a student's GPA falls below the minimum requirement at the end of any quarter of study, the student will receive a warning letter. If any student's Cumulative GPA falls below a 3.52, they will be placed on Probation and given until the end of the next Semester of study to improve their standing; otherwise, they will be dismissed.

**Community Service:** Students must complete a minimum of ten (10) hours of service\* (\*independent of any other school requirements) during each school year in which they are a member of NJHS. All service activities must be preapproved by the Adviser. Any student that fails to properly document or complete the hours by the end of each academic school year will be placed on probation and must present a plan to make up the missing hour to the Adviser. Failure to submit or complete a plan within the defined parameters will result in a recommendation for dismissal being sent to the Faculty Council.

**Citizenship and Leadership:** Students must maintain exemplary disciplinary records at all times and comply with all NJHS and HA rules and regulations. Students must attend all NJHS meetings and maintain a positive attitude toward learning and the school. Students that receive a Major Infraction will have their cases sent to the Faculty Council for review and possible dismissal. Students that commit any Minor Infraction while serving and/or being engaged in an NJHS activity will be placed on probation or recommended for dismissal.

**Section 3.** The Faculty Council, upon recommendation of the Faculty Adviser or NJHS Officers, will examine all cases that could lead to a dismissal. Upon receiving a recommendation, the Faculty Council will examine the evidence and may interview community members as required.

**Section 4.** In all cases of a pending dismissal, a member shall have a right to submit a written appeal or record to the Faculty Council for review.

**Section 5.** For the purposes of dismissal, a majority vote of the Faculty Council is required.

**Section 6.** A member who has been dismissed may request that the Head of School review the decision of the Faculty Council and affirm the decision or request that the Faculty Council reconsider the case, especially if new evidence or information becomes available.

**Section 7.** NASSP shall hear no appeals in dismissal cases.

## **Article VII: Executive Committee**

**Section 1.** The Executive committee will supervise the affairs of the Chapter, its meetings, and determine and perform such other duties established by the Chapter Adviser.

**Section 2.** An Executive Committee shall be elected that represents the members and will be formed by two student members of grade nine (9), three members of grade ten (10) and the Chapter Adviser.

**Section 3.** The election of the Executive Committee for the next school year takes place in May. Members in grades 8 and 9 are provided the opportunity to apply to be a candidate for an

executive position during the next school year, provided that they meet the following requirements.

- must have served a minimum of one year on NJHS
- must be in good standing (cannot be on probation)

**Section 4.** An election will take place during the month of May. Candidates are not permitted to campaign in any form; however, candidates are provided a platform to address NJHS members and to present their vision for NJHS before students vote.

The Faculty Adviser will provide the ballots with the nominated candidates' names and each member will vote in a private manner. The Head of School will observe the voting and witness the Faculty Adviser receive the ballots, count the ballots, and announce the winners directly following the voting.

### **Article VIII: Meetings**

**Section 1.** The Chapter shall have regular meetings during the school year on days designated by the Chapter Adviser.

**Section 2.** The Chapter Adviser may call special meetings whenever required.

**Section 3.** The Chapter Adviser will send warning letters and assign conditions of probation for any student that:

- is late to two meetings in a semester;
- is absent or more than five (5) minutes late for any meeting without providing an approved excuse in a semester;
- does not demonstrate a positive attitude; and
- is disruptive or incites negative behaviors;

### **Article IX: Activities and Service**

**Section 1.** The Chapter will work together to develop a Chapter Project in addition to smaller group activities throughout the year. Students must also complete individual community service (Individual Service) through approved local organizations.

**Section 2.** All members must participate in all activities in which they signup. Members that make a commitment to an activity and do not attend without a justified excuse will receive a Warning Letter with probationary conditions.

**Section 3.** Chapter 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; be well planned, organized, and executed; be completed outside of regular school/church hours. Individual Service must fulfill the following characteristics: be preapproved; fulfill a need within the community; be completed outside of regular school/church hours.

**Section 4.** Each member must continuously track and submit community service activities by completing the NJHS Service Form and having it signed by the activity supervisor (may be an external person if it is not a school related activity) and the Chapter Adviser. Students must complete and submit forms within one month of completing the activity; otherwise, service hours will not be awarded. Any service that is not properly preapproved/approved and reported will not be counted. Members who do not make adequate progress will be given a Warning Letter and placed on probation with defined conditions in order to remain a member of NJHS.

**Section 5.** Each chapter shall publicize its projects in a positive manner and present their accomplishments at the NJHS Induction Ceremony.

#### **Article X: Official Insignia**

**Section 1.** This organization shall have an official emblem or signature item.

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

**Section 3.** Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Created: September 22, 2017

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Approved: March \_\_\_, 2018 by Faculty Council