



**BY-LAWS FOR NATIONAL JUNIOR HONOR SOCIETY CHAPTER
Harbor Springs Charter School, Grades 7 & 8**

ARTICLE I: NAME AND PURPOSE

- Section 1.** The name of this chapter shall be the Harbor Springs Charter School Chapter of the National Junior Honor Society.
- Section 2.** The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of Harbor Springs Charter School.
- Section 3.** The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

ARTICLE II: THE PRINCIPAL

- Section 1.** The Principal shall reserve the right to approve all activities and decisions of the chapter.
- Section 2.** The Principal shall annually appoint a chapter adviser, who may serve consecutive terms. (The term "adviser," shall also mean "co-adviser" in years when two advisers are appointed.)
- Section 3.** The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- Section 4.** The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE III: THE CHAPTER ADVISER

- Section 1.** 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.
- Section 2.** The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.
- Section 3.** The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Section 4.** The chapter adviser shall help the chapter officers understand and carry out their

duties.

- Section 5.** The chapter adviser shall be an ex-officio, nonvoting, sixth member of the Faculty Council.
- Section 6.** The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE IV: THE FACULTY COUNCIL

- Section 1.** 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.
- Section 2.** The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- Section 3.** The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.
- Section 4.** 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 advisers.
- Section 5.** The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.
- Section 6.** 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 the national guidelines.

ARTICLE V: MEMBERSHIP

- Section 1.** Membership is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2.** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 3.** Candidates become members when inducted at a special ceremony.
- Section 4.** A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser 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 5.** Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE VI: SELECTION OF MEMBERS

- Section 1.** To be eligible for membership the candidate must be a seventh or eighth grade student at Harbor Springs Charter School.
- Section 2.** Candidates must have a cumulative scholastic GPA of 3.5 to apply for membership and must maintain a 3.5 GPA once he /she is a member. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.
- Section 3.** Prior to selection, the following shall occur:
- a.** Students' academic and discipline records shall be reviewed to determine scholastic eligibility.
 - b.** Students who are eligible scholastically (candidates) shall be notified and asked to complete and submit the "Student Information Packet" for further consideration for selection.
 - c.** The faculty 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 "Student Information Packet" and faculty evaluations in order to determine membership.
- Section 4.** The selection of each member to the chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members appointed by the Principal. The chapter adviser (or co-advisers) shall be the sixth (or sixth and seventh) non-voting, ex-officio members of the Faculty Council.
- Section 5.** A description of the selection procedure shall be published on the school's website which 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 the National Junior Honor Society.
- Section 6.** The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE VII: DISMISSAL

- Section 1.** The procedure of dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure shall be available to interested parties.
- Section 2.** Members who fall below the standards which 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 of school rules or civil laws. A member does not, necessarily, have to be warned.
- Section 3.** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- Section 4.** In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the Faculty Council.

Section 5. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

Section 1. The officers of this chapter shall be: president, vice-president, secretary, treasurer, historian, and parliamentarian. (The executive committee for this chapter will consist of these officers and the chapter advisor.) Term of each office shall last for one school year.

Section 2. Officers shall be elected at a regular meeting of the Harbor Springs NJHS Chapter. Time, methods, and procedures for the nomination will be determined at the beginning of each school year by the chapter adviser and Faculty Council.

ARTICLE IX: DUTIES OF OFFICERS AND RESPONSIBILITIES

Section 1. The president presides at meetings/provides direction. The office of president will serve to preside over all chapter meetings and events, and to be the student representative of the group for all chapter business (in school and out of school). The president will require prior consent of chapter advisor for all decisions and/or chapter business, but will work together with the chapter advisor as liaison between faculty, administration, students, and community

Section 2. The office of vice-president will serve to assist the president with all executive duties, and/or to substitute for all duties of the president, in the temporary absence of the president. This substitution will require 24 hour prior notice to the chapter members and approval of chapter advisor before any/all chapter business is conducted. The office of the vice-president does not immediately assume the duties and responsibilities of the president if the office of presidency should be suddenly vacated.

Section 3. The office of secretary will serve to record all notes of meetings and execute written correspondence on behalf of the chapter. The secretary will also maintain records of all meeting/event attendance of the members. All notes and correspondence will require review and approval of the chapter advisor.

Section 4. The office of treasurer will serve to keep precise records of all chapter finances and to provide written documentation and reports of all monetary transactions to the members and to the Faculty Council. Treasurer may make written financial requests on behalf of the chapter, but all monetary decisions will be maintained and approved by the chapter Faculty Council and school principal.

Section 5 The office of parliamentarian will serve to keep order and discipline at all chapter meetings and events. The parliamentarian will also see that all meetings and chapter business follow proper parliamentary procedure and protocol as stipulated in the NJHS Constitution, the chapter bylaws, and *Robert's Rule of Order*.

Section 6. The office of historian will serve to keep records, photos, and documentation of any and all chapter events. Historian will manage chapter's notices in school (video announcements, posters, letters, etc.) and organize an annual visual representation of all chapter events and/or projects.

ARTICLE X: EXECUTIVE COMMITTEE

- Section 1.** The executive committee shall consist of the officers of the chapter and the chapter adviser.
- 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 by-laws. All action 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. (Note: This section is viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Council).

ARTICLE XI: MEETINGS

- Section 1.** The Harbor Springs Junior Honor Society Chapter shall meet quarterly.
- Section 2.** Special meetings approved by the executive committee may be called by the chapter adviser.
- Section 3.** Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws.

ARTICLE XII: ACTIVITIES

- Section 1.** The chapter shall be involved in at least one group service project during the school year.
- Section 2.** Each member shall have the responsibility for choosing and participating in an Individual service project(s) that reflects his or her particular talents and interests. This should consist of 10 hours of service. (5 hours per semester)
- Section 3.** All members shall regularly participate in these projects.
- Section 4.** 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 5.** Each marking quarter, members shall record the service on a verification sheet. Verification sheets must be turned in by the end of each marking quarter to the chapter adviser.

ARTICLE XIII: AMMENDMENTS

These By-Laws will be reviewed annually by the Chapter Members. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL JUNIOR HONOR SOCIETY CONSTITUTION AND HANDBOOK. Any recommended change must be approved by the faculty council and the principal. Upon approval of the recommended change, it will be reviewed and put to a vote by the membership. Two-thirds vote will establish a change. 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.

Adopted: May 9, 201