

# **Mountain Ridge Middle School National Junior Honor Society By-Laws**

## **Article I - Name**

The name of this chapter shall be the Mountain Ridge Middle School Chapter of the National Junior Honor Society (NJHS).

## **Article II - Purpose**

The Mountain Ridge Middle School Chapter of the National Junior Honor Society exists to create an environment within the school community that fosters and promotes the growth of student scholarship, service, leadership, and character.

## **Article III - 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 (for Board of Education approval) a member(s) of the faculty as chapter adviser(s) who may serve consecutive terms.

### **Section 3**

The principal shall annually recommend for appointment a Faculty Council composed of a minimum of 5 members of the school's faculty who may serve consecutive terms.

### **Section 4**

The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

## **Article IV – The Chapter Adviser(s)**

### **Section 1**

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

### **Section 2**

The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions.

### **Section 3**

The chapter adviser(s) shall regularly review the standing of each member for compliance with the rules.

### **Section 4**

The chapter adviser(s) shall be an ex-officio, non-voting, member(s) of the faculty council.

### **Section 5**

The chapter adviser(s) shall be a member of the faculty appointed annually by the principal and may serve consecutive terms.

## **Article V - Selection Procedure**

### **Section 1**

Selections to the Mountain Ridge Middle School Chapter of the National Honor Society are made by the Faculty Council which consists of a minimum of five voting faculty members appointed annually. The chapter adviser(s) shall be a nonvoting member of the Faculty Council. To be selected, a student must demonstrate outstanding performance in all four criteria of NJHS: scholarship; leadership; service; and character. All deliberations of the Faculty Council are strictly confidential.

### **Section 2**

The adviser(s) will identify seventh and eighth grade students with the prerequisite cumulative GPA of 3.5 or better based on consecutive semesters of school work at Mountain Ridge Middle School. Students who meet the initial requirement will then be surveyed for interest. Eligible students who would like to apply for membership will be provided with an application. Students should understand that a submitted application for membership and the review of information gathered does not guarantee selection.

### **Section 3**

Candidates shall be evaluated on the NJHS criteria of service, leadership, and character based on the rubric/scoreboard adopted by the MRMS JNHS. Character will include the qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship to include cooperation with school regulations, attendance and punctuality.

### **Section 4**

Candidates become members when inducted at a special ceremony.

### **Section 5**

Parents and students must understand that no student has a right to be selected for membership in the National Junior Honor Society. Reconsideration of a Faculty Council's decision must be a rare occurrence if the council is to be expected to take its assignment seriously. It is important to uphold the integrity of the National Junior Honor Society standards and to recognize the potential danger of yielding to outside pressure. Reference Part 4, Section 7 of the NJHS Handbook.

## **Article IV Discipline and Dismissal**

### **Section 1**

If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

### **Section 2**

Violation of the law or school regulations can result in dismissal of a member.

### **Section 3**

Offenders of the school conduct code will receive written warning notification. A conference may be requested by either party (NJHS Adviser, student, or parent). If the member is involved in violation of the school conduct code, the member may be considered for dismissal.

#### **Section 4**

If a member's marking period average falls below the local chapter standard for a marking period he/she will be given a written warning and time period for improvement equal to one marking period. If the member's marking period average remains below the local chapter's standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

#### **Section 5**

In all cases of pending dismissal:

The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).

The member will be given the opportunity to respond to the charge against him or her at a hearing with either the adviser, school principal, or Faculty Council prior to the vote of dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.

The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.

When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

#### **Section 6**

In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

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#### **Article V - Meetings**

## **Section 1**

Regular meetings are held every week as designated by the adviser or chapter president.

## **Section 2**

Members are expected to attend at minimum 80% of the chapter meetings. Members who do not uphold the 80% attendance mark may be required to appear before the Faculty Council for a hearing.

## **Section 3**

The chapter will conduct meetings according to *Roberts' Rules of Order*.

## **Article VI - Officers and Adviser**

### **Section 1**

Officers are elected at the first meeting of the new membership.

### **Section 2**

The president's duties include running the meetings and communication with the adviser regarding chapter affairs. The president also takes a lead role in the induction ceremony.

### **Section 3**

The vice president's duties include taking over in the president's absence and communication with associate members.

### **Section 4**

The secretary's duties include taking minutes and attendance, and supplying copies of such to the adviser, as well as tending to necessary correspondences.

### **Section 5**

The treasurer will maintain financial statements for the organization.

### **Section 6**

The parliamentarian will insure the meetings are run properly.

### **Section 7**

An officer may be removed from office if they are not performing the duties outlined above. Vacancies are then filled by a chapter vote.

## **Article VII - Member Responsibilities**

### **Section 1**

Active and Associate members are expected to maintain all standards by which they were selected.

### **Section 2**

Active members are expected to attend at least 80% of the chapter meetings and events (8 out of 10).

### **Section 3**

Active members are expected to participate in at least 2 of the committees of the chapter.

## **Article VIII - Committees (if they are created by members)**

### **Section 1**

The tutoring committee will oversee the performance of this duty by active and associate members.

### **Section 2**

The school and community service committee will foster and oversee ideas for chapter projects.

### **Section 3**

The fundraising committee will foster and oversee chapter fundraising activities.

### **Section 4**

The induction committee will arrange all aspects of the induction ceremony.

## **Article IX By-laws Review**

### **Section 1**

By-laws are designed to implement the National Constitution.

### **Section 2**

By-laws can be revised or amended by a specially appointed by-laws revision committee consisting of the Principal, Adviser, and Faculty Council as described in the National Constitution, Article XVI.

### **Section 3**

By-laws are to be reviewed annually by the membership to raise any concerns, which might need revision.