

National Junior Honor Society
Swallow School
Chapter Bylaws

The bylaws of the National Junior Honor Society are a constitutional mandate (Article XVI). Therefore, be it known that *these* bylaws conform to the guidelines and regulation of the National Constitution of the National Junior Honor Society of Secondary Schools.

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Swallow School Chapter of the National Junior Honor Society of Swallow School.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of Swallow School.

Section 3. The National Junior Honor Society shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP, 1904 Association Drive, Reston, VA 22091).

ARTICLE II: MEMBERSHIP

Section 1. Membership is an honor, not a right. Membership is an honor bestowed upon a student. Selection for membership is based on the criteria of outstanding scholarship, character, leadership, service, and citizenship and then determined by the faculty council.

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

Section 3. Eligibility

- a. Candidates eligible for election to this chapter must be second semester sixth graders or second semester seventh or eighth grade students. (6th graders must have 2 semesters of grades and 7th and 8th graders must have 1 semester of grades).
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester for sixth graders or one semester for seventh and eighth graders at Swallow School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
 - Cumulative GPA is reflected as the sum of the GPA of all semesters from the beginning of a student's sixth grade year at Swallow, or if they transfer into the district after the beginning of sixth grade, cumulative GPA is reflected as the sum of the semesters since their enrollment in the district.

- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character. Students must have proficient scores in all areas of Characteristics of a Lifelong Learner as grades on the semester report card.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members chosen by the NJHS Advisers and approved by the principal. The faculty council will consist of teachers at Swallow School. The chapter Advisers shall be the sixth and seventh, non-voting, ex-officio members of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to attend an informational meeting to explain the purpose of NJHS and process for selection.
- c. Students wishing to be considered for candidacy for NJHS membership shall complete and submit the official Letter of Intent and the \$35 dues for further consideration for selection. Any candidate unable to pay the \$35 dues should talk privately to the Advisers. No student will be denied membership due to inability to pay dues.
- d. Students not selected for membership will be reimbursed the \$35 dues and receive a non-selection letter into NJHS.
- e. After submitting the Letter of Intent and \$35 dues, students are required to submit the following by the determined deadline in order to be considered for selection to NJHS: Students Activity Information Form, Adult Rating Forms and Personal Essay. **No applications will be accepted after the deadline.**
 - Student Activity Information Form.
 - Reflection on how the student has shown evidence of the following principles of NJHS: scholarship, leadership, character, citizenship, and service. This form indicates to the Advisers and faculty council the various leadership positions, service activities, and other accomplishments of candidates. The form must be validated by a parent and student signature.
 - Personal Essay
 - The essay will include:
 1. Introduction of themselves and family
 2. Identify the goals they wish to accomplish as part of NJHS and address why they are a strong candidate for NJHS, citing specific examples of: scholarship, leadership, character, citizenship, and service.
 3. Express any final thoughts as to why they should be considered for membership into NJHS
 - Adult Rating Forms (3 adults, 2 outside of school, 1 school staff member)

- f. Once all forms are turned in to the Advisers, students will be given copies of the Student Evaluation/Recommendation Forms. Students can have these forms completed by an adult in a leadership position that may include teachers, coaches, youth pastors, counselors, or any other **pre-approved** individual not listed. Students can give out as many as eight different rating forms to eight different adults.
- **A minimum of three completed student evaluation/recommendation forms must be returned to Advisers by the deadline. One of the three must be from within the Swallow School District.**

Section 3. Selection Process

- a. The list of eligible students will be presented to the school's teaching staff for comments or concerns. All teachers at Swallow School may give input about prospective members for NJHS.
- b. The Chapter Advisers will prepare materials for member selection for the Faculty Council including candidate forms filled out by the student (letter of intent, student activity form, personal essay, and student evaluation/recommendation forms), and discipline reports/attendance reports from administration.
- c. The Faculty Council will meet and review all candidate forms.

Section 4: Membership will be determined based on the five principles of the NJHS. No eligible candidate will be discriminated against. Final selection for membership is by a Faculty Council and is based on their assessments of the candidate's: scholarship, leadership, character, service, and citizenship. Each prospective candidate's conduct and behavior are also assessed.

Section 5: The selection of new, active members shall be held once a year during the second semester or third quarter of the school year. New members are inducted during a formal ceremony. This is at an annual ceremony held during the second semester or third quarter. If a student is unable to attend the ceremony due to unforeseen circumstances, the student will be inducted at the same meeting the new officers are installed.

Section 6. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his/her membership, signed by the Principal [*alt., Advisers*].

Section 7. 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.

Section 8. Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

ARTICLE IV: DISCIPLINE and DISMISSAL

Section 1. Once selected for membership, members have the responsibility to continue to demonstrate the qualities under which they were admitted.

- a. Failure to maintain all required NJHS standards (scholarship, leadership, character, citizenship, & service) can result in a (1) written warning, (2) probation, or (3) dismissal. Parents will receive a follow-up phone call notifying them of the action taken.
- b. Offenders of the rules and expectations stated in the Swallow student handbook (such as use of profanity, failure to comply, unexcused absence, bullying, 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 a second violation of the rules and expectations stated in the Swallow student handbook, the member may be dismissed.
- c. Violation of the rules and expectations stated in the Swallow student handbook can result in dismissal of a member. 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. Members who exhibit flagrant or consistent violation of school rules will be subject to immediate termination.

Section 2. Falling below 3.5 GPA.

- a. If a member's cumulative grade point average falls below the standard in effect when he/she was selected 3.5, he/she will be given a written warning by the NJHS Advisers and time period for improvement.
- b. If a member fails to increase their GPA in the time period given in the written warning, the student will be placed on probation until the end of the grading period.
- c. If the cumulative grade point average after the next grading period remains below 3.5, the NJHS member will be dropped from membership and notified in writing of his/her dismissal.

Section 3. Probation

- a. A student placed on probation will not be able to participate in any NJHS activities or service projects during the probationary period.
- b. Once off probation, the student may resume participation in NJHS activities and service projects.

Section 4. Completing Required Service Hours

- a. At the start of each semester, NJHS members who have not fulfilled their service hour requirements from the previous semester will be notified in writing by the NJHS Advisers.
- b. Members will be given one month from the date of written notice to complete the required service hours.
- c. Failure to complete service hours may result in dismissal from NJHS.

Section 5: School Service Projects

- a. It is expected all NJHS students participate in some way with chapter activities as determined by officers.
- b. Swallow School NJHS will select at least one service project for each semester and/or quarter.
- c. Failure to participate in school service projects may result in dismissal from NJHS.

Section 6: Paying Annual Dues

- a. Members who do not pay their annual \$35 dues by the October meeting will be put on probation.
- b. Members will be given one month from the date of probationary notice to pay the annual dues. Dues are needed to offset ongoing expenses associated with maintaining a chapter and the activities of this chapter.
- c. Dues will be added to fall registration fees.

Section 7. Attending monthly meetings.

- a. Members must attend all regular and special meetings of the chapter. If you are absent from school on the day of a meeting, it is your responsibility to contact the Chapter Advisers to receive an excused absence.
- b. Failure to attend meetings without prior approval from the Advisers may result in disciplinary action which can include loss of privileges or dismissal from the chapter.
- c. Members will not be excused for doctor or dental appointments or sports practices
- d. If a member misses 3 meetings, it will result in grounds for dismissal from the NJHS.

Section 8: In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the Advisers/Faculty Council. The member and Advisers 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).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the 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 in writing. 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 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 items to the Advisers.
- d. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Junior Honor Society.

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

ARTICLE V: OFFICERS

Section 1. The officers of the chapter shall be President, Vice President, Secretary, Treasurer, Communicator and Service Hour Coordinator.

Section 2. Student officers shall be elected at the end of the school year.

- a. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.
- b. Students running for office will need to prepare a short 1-2 min. speech as to why they are running for office and the best candidate.
- c. All students running for office will be given a chance to present their speech to the entire NJHS membership.

Section 3. A majority vote shall be necessary to elect any officer of this chapter.

- a. 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.
- b. Voting will be done privately on ballots.

Section 4. Other committees may be appointed as deemed appropriate by the chapter Advisers.

Section 5: Officer Duties

- a. Officers should attend all functions.
- b. If an officer misses two activities, including meetings, that officer may be dismissed and a replacement appointed by the Advisers.
- c. If an officer is placed on probation for any reason they will be dismissed from office and replaced by Advisers with the opinion of the executive committee considered.
- d. Specific duties of each officer are as follows:
 - **President**
 - Maintain close communication with the NJHS Adviser
 - Make and post agendas for NJHS meetings in collaboration with advisers
 - Make presentation for meeting on Google Slides
 - Preside at meetings
 - Maintain communication with the other officers
 - Coordinate activities
 - Attend all officer meetings
 - Take an active role in induction ceremony
 - **Vice President**
 - Preside at meetings in absence of President

- o Ensure that meeting rules are being abided by
 - Attendees on task and stay focused
- o Keep track of service hours in collaboration with advisers
 - Verify on Google Sheets
- o Attend all officer meetings
- o Take an active role in induction ceremony
- o **Secretary**
 - Keep track of member's meeting attendance
 - Work with vice-president to verify service hours
 - Record minutes of each meeting
 - Write correspondences
 - Attend all officer meetings
 - Participate in Induction Ceremony-read names of +75 hours earners
- **Treasurer**
 - o Keep the record of chapter expenses, dues, and all other financial transactions of the chapter
 - o Helps with ordering for events and food sign-ups-makes sign-ups, if applicable
 - o Lead fund-raising activities, if applicable
 - o Posts service hour opportunities
- **Communicator**
 - o Maintain and communicate any relevant NJHS information
 - o Create advertisements for announcements as needed
 - o Create and post flyers for meeting dates, events, etc
 - o Attend all officer meetings
- **Service Hour Coordinator**
 - o Seek out and develop service hour opportunities for school and community service hours in collaboration with advisers
 - o Post service hour opportunities on the Google Doc
 - o Assist Vice President in verifying service hours quarterly
 - o Present service hour opportunities at chapter meetings
 - o Attend all officer meetings

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the faculty Advisers and the chapter officers.

Section 2. The executive committee shall 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.

ARTICLE VII: MEETINGS

Section 1. Meetings of this Chapter shall be monthly with some additional meetings when needed.

- a. All NJHS members are required to attend the monthly Chapter meeting.
- b. If an emergency arises and a member cannot attend a meeting, the member is required to inform the Chapter Advisers and provide a written excuse (this can be an email).
- c. Having more than one unexcused absence constitutes grounds for probation. Members will not be excused for doctors or dental appointments or sports practices.
- d. Extenuating circumstances need to be addressed to the Chapter Advisers.
- e. Members are responsible for all information and policies presented at the meeting whether or not they were in attendance.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are required to attend and participate in all committee meetings for which they have signed up for.

- a. Participation can be in the form of publicity or related activities
- b. Lack of fulfillment of this requirement can result in a (1) written warning, (2) probation, or (3) dismissal.

ARTICLE VIII: ACTIVITIES AND SERVICE HOURS

Section 1. Swallow School NJHS will select at least one service project for each semester and/or quarter.

Section 2. All members shall regularly participate in these projects.

Section 3. The selected 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 that reflects his or her particular talents and interests and as approved by the chapter Advisers. This is in addition to the chapter projects to which all members contribute.

Section 5. The Chapter shall publicize its projects in accordance with NJHS principles and criteria.

Section 6: Once students become members of the NJHS, they are required to perform a total of **30 service hours per school year. At least 10 hours of service are required to be performed by each NJHS member each semester. 10 hours are required during summer. The hours should be a combination of Swallow School or NJHS sponsored projects and community service work.**

- a. The first year begins the day after the induction ceremony and continues until the last day of school the next year. The year then goes June 1st to the end of the school year in their 8th grade year.
- b. Service hours must be documented and reported to the Faculty Advisers or Vice President on a monthly basis.
- c. Only a total of 20 community service hours may be accrued toward the 30 total hours required during the spring and summer months after the induction ceremony.
- d. Lack of fulfillment of this requirement can result in a (1) written warning, (2) probation, or (3) dismissal.
- e. For service hours that have a signup document, students are expected to find a replacement if they find they are unable to attend the event. Failure to show up or find a replacement will result in the docking of service hours equivalent to the service hours that would have been earned for the activity.

Section 7: Service Hours that qualify

Service activities are those done for or on behalf of others (**not including immediate family members**) for which no compensation (monetary or other) has been given.

ARTICLE IX: DUES

Section 1. Annual dues for this chapter shall be \$35.

- a. Dues help us:
 - pay our \$385 national dues each year
 - pay for supplies for projects
 - pay for the induction ceremony
- b. Dues are due by the October NJHS meeting.
- c. Dues are a significant source of income for NJHS. It is imperative that each member meets this obligation on time.
- d. New members will be required to pay these dues prior to the membership induction ceremony. Continuing members are required to pay their dues for the new school year by the October meeting.
- e. Failure to pay dues may result in cancellation of membership and dismissal from the NJHS.

Section 2. Dues will be payable to the chapter treasurer.

ARTICLE X: AMENDMENTS

Section 1. These bylaws may be amended by a 2/3 vote of the chapter members, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the Principal.

Section 2. bylaws and amendments must be consistent with the Constitution of the National Junior Honor Society.

Date: September 7, 2022

Signatures: Faculty Council, Advisers, Principal

Principal

Adviser

Faculty Council

Faculty Council

Faculty Council

Faculty Council

Faculty Council