

Chapter Bylaws
of the
Cypress Lake Middle School (CLMS) Chapter
of the
National Junior Honor Society
Adopted: May 2019

ARTICLE I: NAME

The name of this chapter shall be the CLMS Chapter of the National Junior Honor Society of Cypress Lake Middle School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of Cypress Lake Middle School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See www.njhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal, per Article V, Section 1 of the National Constitution.

Section 4. Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be in the seventh grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Cypress Lake Middle School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.85 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. All students who are eligible scholastically (i.e., candidates) shall present an essay of no more than 250 words on what citizenship means to them.
- d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser, and given to them by the candidate. They must be returned in sealed envelopes with all required information.
- e. The faculty council shall review the candidate information forms, essay, faculty recommendations, discipline record, and any other relevant information to determine those who fully meet the selection criteria for membership. Each of these areas will be given a rating that the faculty council will take into consideration when making their decision.
- f. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.
- g. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter if they meet the GPA requirement as set forth in these bylaws and they have a letter from their previous advisor of their membership. The member must maintain all requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual fees for this chapter shall be \$40, and are payable to the chapter before the end of the school year that they are inducted. These fees will cover things such as the chapter t-shirt and any other incidentals that may be needed for the good of the chapter.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 3. Each member of the chapter will complete an Individual Service Project(ISP), in line with their particular talents and interests. A list of pre-approved projects will be available. If a member wishes to complete a project not on the list, they will need to get approval from the Advisor and Principal, before the project is started. For more information regarding this requirement, please see the NJHS Handbook Section 6.2.2 regarding the ISP.

Section 4. Each member of the chapter will attend all meetings and chapter activities as laid out in Article VIII and IX of these bylaws.

Section 5. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. You will also cease and desist all use of NJHS, CLMS NJHS, Cypress Lake Middle School NJHS, or any form thereto conveying membership, on recommendation forms or activity forms filled out for High School Applications.

ARTICLE VII: OFFICERS

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

Section 2. Student officers shall be elected at the last meeting of each school year. Members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Any member who fails to complete the requirements for running for an office, will be removed from the ballot.

Section 4. Voting shall be by secret ballot, using a google form. A majority vote shall be necessary to elect any officer of this chapter. 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.

Section 5. Duties of the PRESIDENT:

- Be responsible for all NJHS activities
- Plan and coordinate Induction and Tapping
- Create agendas and lead all officer and member meetings
- Motivate other officers and members to complete their duties
- Coordinate closely with the Advisor to make sure all NJHS members and activities are accounted for
- Set an example for all members of NJHS

Section 6. Duties of the VICE-PRESIDENT:

- Assist the President with all NJHS activities
- Work closely with the President to plan and coordinate Induction and Tapping
- Compile and keep updated and accurate list of members' service projects
- Report any delinquencies in service projects
- Stand in for President if he/she is absent
- Coordinate all NJHS social activities
- Set an example for all members of NHS

Section 7. Duties of the TREASURER:

- Keep an accurate and up-to-date record of all member dues and money
- Seek out delinquent members and collecting dues from them
- Deposit all money with the Advisor in a timely manner
- Ensure the responsible use of money by the chapter
- Create and being present at all fundraising events to make sure money is quickly and accurately counted and deposited with the Advisor
- Set an example for all members of NJHS

Section 8. Duties of the SECRETARY:

- Compile and updating a current list of NJHS members, including contact information
- Track attendance at all member, family, and officer meetings
- Report delinquencies in member or officer attendance
- Assist the President in creating and copying agendas for all meetings
- Keep minutes of all officer meetings and sending copies out to all members after each meeting
- Set an example for all members of NJHS

Section 9. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly on the last Tuesday of the month from 8:45am-9:25am. Special meetings can be called by the president with approval of the adviser.

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

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

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

Section 3. 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 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. The proposal for the ISP is to be submitted by the second meeting of the year. The ISP should encompass at least 27 hours of service over the 9 month school year from August through May.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Section 6. All members will be required to participate in any and all fundraisers that the chapter decides to do. This includes, but is not limited to, dances, sales, materials needed for any activities that the chapter hosts, etc.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the CLMS chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, 3.85 out of a 4.0 scale, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the 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 or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, panther card signature, 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 violation of the school conduct code and receives a referral, the member may be considered for immediate dismissal, pending a review of the incident by the faculty council. Members are required to self report any discipline to the advisor immediately.

Section 5. Any member that misses more than one(1) meeting or activity, will be issued a written warning. If a member misses a second meeting or activity, they will be required to meet

with the faculty council and address why they are not meeting the requirements of their membership. The council may impose sanctions on the member to make up for the missed events. If a member misses a third meeting or event, the member will be considered for immediate dismissal pending a review of by the faculty council..

Section 6. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 7. In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the faculty council prior to any 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 via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

Section 8. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on May 23rd, 2019

Signatures

President

Advisor

Vice President

Principal

Secretary