

**Notre Dame of Bethlehem School Chapter
of the National Junior Honor Society
By-Laws**



Article I: Name and Purpose

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

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

Article II: Membership

Section 1. Membership in this chapter is an honor bestowed by the faculty upon deserving students and shall be based on the criteria of Character, Citizenship, Faith, Leadership, Scholarship, and Service.

Section 2. Eligibility:

- a. Candidates eligible for selection to this chapter must be in grades 7 or 8.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance at Notre Dame of Bethlehem School for a period of one semester.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average (GPA) of 92.0, calculated from grades which include the second semester of grade 6, and have all S's in conduct and effort with no ISS (In-School Suspension) or OSS (Out-of-School Suspension) infractions.
- d. Upon meeting the grade level, attendance, and academic standard requirements, candidates shall then be considered based on their character, citizenship, faith, leadership, and service.

Article III: 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(s) shall be a non-voting member(s) of the Faculty Council.

Section 2. The selection of members shall be held once a year at the end of the 2nd marking period of the school year after the charter year induction ceremony in January 2014.

Section 3. 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 complete and submit the *Candidate Form* and *Attestation of Faith* for further consideration.
- c. The Faculty Council shall review the *Candidate Form* and *Attestation of Faith* in order to determine membership.

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

Section 5. Any active member of the National Junior Honor Society who transfers from this school shall be given an official letter indicating the status of his/her membership signed by the principal or advisor.

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. 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.

Article IV: Obligations of Members

Section 1. Annual dues for this chapter shall be \$20.00. Dues will be payable to the Notre Dame of Bethlehem School National Junior Honor Society within 30 days of induction.

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

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall have the privilege of wearing the emblem revoked.

Article V: Officers

Section 1. The officers of the chapter shall be president, vice president, and secretary.

Section 2. Student officers shall be elected at the last meeting of the school year. All 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. All active members are eligible to vote.

Section 3. A majority vote by secret ballot 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 4. It shall be the duty of the president to preside at the meetings of the chapter and serve as the official representative of the chapter at school and church functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to service and leadership.

Section 6. The secretary shall keep the minutes of the meetings and be responsible for all official chapter correspondence.

Article VI: Executive Committee

Section 1. The Executive Committee shall consist of the faculty adviser and the chapter officers.

Section 2. The Executive Committee shall have the general charge of the meetings and establish the annual goals for the chapter. 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 held monthly.

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

Section 3. All chapter members are expected to attend all regularly scheduled meetings.

Article VIII: 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.

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

Article IX: Powers

Section 1. The chapter adviser(s) is given the authority to supervise the administration of chapter activities as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3. These by-laws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

Article X: Discipline and Dismissal of Members

Section 1. Any member who falls below the standards of character, citizenship, leadership, scholarship, or service may be considered for discipline or dismissal from the Notre Dame of Bethlehem School Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standard and take an active role in service and leadership in 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, he/she will be given a written warning and one marking period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be referred to the Faculty Council for possible dismissal.

Section 3. Violations of the law or school regulations may result in the immediate consideration for dismissal of the 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 Notre Dame of Bethlehem School Code of Conduct/Dress Code will receive written warning notification. If a member receives dress code violations or any demerit/demerits for a disciplinary or academic infraction resulting in a detention, he/she will be referred to the Faculty Council for possible dismissal. If a member receives an N or a U in conduct or effort from any teacher on the report card, that student will be placed on probation until the next progress report is issued. Failure to improve will result in a referral to the Faculty Council for possible dismissal.

Section 5. Members are expected to partake in the Notre Dame of Bethlehem School Chapter's NJHS sponsored events. Two unexcused absences from meetings will result in a referral to the Faculty Council for possible discipline or dismissal. Students must provide a written reason for absence to the Faculty Advisor on the first day he/she returns to school. If a member fails to participate in the annual chapter service project, the Faculty Advisor will refer that student to the Faculty Council for possible discipline or dismissal. If a member fails to complete an individual service project by a scheduled completion date, he/she will be referred to the Faculty Council for possible dismissal. If a member fails to uphold other responsibilities of membership such as, but not limited to, wearing the NJHS pin, participation in fundraising events, or returning necessary paperwork by the due dates, that student will be referred to the Faculty Council for possible dismissal.

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 for dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote for dismissal. The member has the opportunity to present his/her defense either in person or via a written

- statement presented in lieu of a face-to-face hearing. Following the meeting, the Faculty Council will 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 school administration for review and then stated in a letter sent to the student and his/her parents. Dismissed members must surrender any membership emblems to the adviser.
 - d. A member who is dismissed or resigns can 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 XI: Amendments

Section 1. These by-laws may be amended by a 2/3 vote of the chapter's Faculty Council, 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 IX (Selection and Powers) which are developed by the Faculty Council with the approval of the principal.

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

Article X, Section 4: Discipline and Dismissal of Members

Any member who incurs a *NJHS Behavioral Infraction* from any member of the school's faculty or staff will be issued a written warning. If a second behavioral infraction is incurred, the member will be placed on probation and referred to the Faculty Council for possible dismissal.

Date: November 2015

National Junior Honor Society Notre Dame of Bethlehem School Chapter

Selection/Admission Procedures

1. Student must have a cumulative scholastic average of 92.0 or above, receive an S or higher in conduct and effort from all teachers on the report card, and have no ISS or OSS infractions.
2. All students who have met the scholarship requirement must submit a properly completed Student Activity Information Form, an essay, a pastor letter (or other appropriate religious leader letter), and be interviewed by members of the Faculty Council.
3. If, for any reason, the Faculty Council has not received a completed Student Activity Information from a qualified applicant by the specified due date, the student will not be considered for admission.

4. All Faculty Council members and middle school teachers will be given a faculty evaluation form to evaluate each candidate in the areas of character, leadership, and service. Students will be given a score of 1 – 5 for each of these categories. Ratings will be discussed and voted upon by the Faculty Council.
5. At the conclusion of this process, all applying students will receive official correspondence from the Chapter Adviser informing them of their acceptance or denial.
6. Upon acceptance, new members will be responsible for paying \$20 membership dues. Dues will be payable within 30 days of induction.
7. Students who are accepted will belong to the Notre Dame of Bethlehem School Chapter of the National Junior Honor Society until eighth grade graduation. To keep in good standing, students must actively participate in chapter service projects, maintain a 92.0 cumulative average, maintain an S or higher in conduct and effort from all teachers, perform an individual service project, and attend regularly scheduled meetings. The individual service project must be pre-approved by the chapter adviser. Service hours associated with the individual project must be verified by the service supervisor. These hours cannot be approved by a family member.

Admission Criterion

Character

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Upholds principles of Catholicism and ethics
- Complies with all school regulations (behavior, dress code, etc.)
- Demonstrates the highest standards of honesty and reliability
- Consistently shows courtesy, respect and concern for others
- Actively promotes Notre Dame School through words and actions
- Demonstrates good example in following all school rules and regulations

Leadership

- Demonstrates initiative in promoting school activities
- Exercises a positive influence on peers in upholding school ideals
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiatives
- Is a leader in the classroom and in other school and community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude
- Demonstrates leadership during prayer and liturgy by singing and praying in a respectful manner

Service

- Volunteers and provides dependable and well organized assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Participates in some activity outside of school
- Shows courtesy by assisting visitors, teachers, and students