

Notre Dame School of Bethlehem Chapter of the National Junior Honor Society Bylaws

Article I: Name & Purpose

Section 1. The name of this chapter shall be the Notre Dame School of Bethlehem 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 & citizenship, and encourage the development of character in students of Notre Dame School of Bethlehem.

Article II: Membership

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

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 School of Bethlehem for a period of two trimesters.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 92, calculated from grades which begin with the first trimester of grade 6.
- d. Upon meeting the grade level, attendance & academic standard requirements, candidates shall then be considered based upon their Leadership, Service, Character & Citizenship.

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 shall be a non-voting member of the Faculty Council.

Section 2. The selection of members shall be held once a year at the end of the first trimester of the school year.

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 & asked to complete & submit the *Candidate Form, Attestation of Faith* & an essay for further consideration.
- c. The Faculty Council shall review the *Candidate Form, Attestation of Faith* & essay 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.

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 trimester to attain the membership requirements & 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 School of Bethlehem 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 & 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 & 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. 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 & serve as the official representative of the chapter at school & church functions.

Section 5. The Vice President shall preside in the absence of the President & shall also keep a record of members' contributions to Service & Leadership.

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

Article VI: Executive Committee

Section 1. The Executive Committee shall consist of the Chapter Adviser & three chapter officers.

Section 2. The Executive Committee shall have the general charge of the meetings & 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 & the faculty, be appropriate & educationally defensible, and be well-planned, organized & executed.

Section 4. Each member shall have the responsibility for choosing & participating in an Individual Service Project which reflects his/her particular talents & 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 & promote its projects in a positive manner.

Article IX: Powers

Section 1. The Chapter Adviser 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 & decisions of the chapter.

Section 3. These bylaws are designed to amplify provisions of the National Constitution & 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 & Dismissal of Members

Section 1. Any member who falls below the standards of Scholarship, Leadership, Service, Character, or Citizenship will be considered for either discipline or dismissal from the Notre Dame School of Bethlehem Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standard & take an active role in Service & Leadership in the school & the 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 & at least one trimester for improvement. During this probationary period, the member must meet with a Faculty Council mentor to review his/her progress. If his/her 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 school regulations or the law will result in the immediate consideration for dismissal of the member. These violations include, but are not limited to, cheating, stealing, destruction of property, truancy, or the 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 School of Bethlehem Code of Conduct/Dress Code will receive written warning notification. If a member receives a dress code violation or a demerit for a disciplinary or academic infraction that results 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, the 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 School of Bethlehem Chapter's NJHS sponsored events & uphold other responsibilities of membership such as, but not limited to, completing an Individual Service Project, wearing the NJHS pin & participating in fundraising events. In the event of any unexcused absence, a member will receive a written warning notification.

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 Chapter 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 & then stated in a letter sent to the student & his/her parents. Dismissed members must surrender any membership emblems to the Chapter 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.

Section 8. Any eighth-grade member who is on academic or behavioral probation at the end of the third trimester will not be permitted to wear the National Junior Honor Society stole at Notre Dame School of Bethlehem's graduation ceremony.

Section 9. 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 referred to the Faculty Council for possible dismissal.

Date: May 2018

**National Junior Honor Society
Notre Dame School of Bethlehem Chapter
Selection & Admission Procedures**

1. Students must have a cumulative scholastic average of 92 or above.
2. All students who have met the scholarship requirement must submit a properly completed *Candidate Form & Attestation of Faith* [or comparable document], an essay, and be interviewed by a member of the Faculty Council.
3. If, for any reason, the Faculty Council has not received a completed *Candidate Form, Attestation of Faith* & an essay from a qualified applicant by the specified due date, the student will not be considered for admission.
4. All Faculty Council members & middle school teachers will be given a *Faculty Evaluation Form* to evaluate each candidate in the areas of Leadership & Character. Students will be scored from 1–5 in each of the two categories. Ratings will be discussed & 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 in membership dues. Dues will be payable within 30 days of induction.
7. Students who are accepted will belong to the Notre Dame School of Bethlehem Chapter of the National Junior Honor Society until eighth-grade graduation. To remain in good standing, students must actively participate in chapter service projects, maintain a 92 cumulative average, maintain an S or higher in Conduct & Effort from all teachers, perform an Individual Service Project & attend regularly scheduled meetings. The Individual Service Project must be pre-approved by the Chapter Adviser & hours associated with this project must be verified by the service supervisor. These service hours cannot be approved by a family member.

Admission Criterion

Character

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

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 & in all school & community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold Scholarship & maintain a loyal school attitude
- Demonstrates Leadership during prayer & liturgy by singing & praying in a respectful manner

Service

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