

# By-Laws of the Franklin Borough School Chapter of the National Junior Honors Society

\*updated 2020\*

## **1. Article I: *Name, Purpose***

- a. The name of this organization is The Franklin Borough School Chapter of the National Junior Honor Society.
- b. The purpose of this organization is to create enthusiasm for scholarship, to support service to the community, to promote leadership, to develop character, and to encourage citizenship.

## **2. Article II: *Local Chapter, NASSP, Principal***

- a. The Franklin Borough School Chapter of the National Junior Honor Society shall abide by the constitution as established by the National Association of Secondary School Principals. (NASSP)
- b. Local Chapter
  - i. Any secondary public school is eligible to apply for a local chapter, and shall pay an annual affiliation fee approved by the NASSP Board of Directors.
- c. Principal
  - i. The principal shall appoint a five member Faculty Council and a non-voting chapter advisor.
  - ii. The Faculty Council is responsible for the selection of NJHS members.
  - iii. The principal shall reserve the right to approve all NJHS activities and decisions.
  - iv. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

## **3. Article III: *Faculty Council, Advisors***

- a. Faculty Council
  - i. The Faculty Council shall consist of five voting faculty members, and a non-voting sixth member.
  - ii. The Faculty Council shall be a one year position. Members may be appointed to consecutive terms.
  - iii. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions, and warning cases.

- iv. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members; all of which must remain in compliance with this Constitution and NJHS policies.
  - v. All ratifications are to be determined by a simple majority vote by the Faculty Council.
- b. Advisors
- i. The chapter advisor shall be responsible for the direct, day-to-day supervision.
  - ii. The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions.
  - iii. The chapter advisor shall regularly review each member for compliance with standards and obligations.
  - iv. The chapter advisor shall help officers understand and carry out their duties.
  - v. The chapter advisor shall be a nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

#### **4. Article IV: Membership, Selection, Dismissal**

- a. Membership of NJHS is an honorary privilege, not a right. When students apply to NJHS, they provide information to be used by the Faculty Council to support their candidacy for membership. (An information sheet stating criteria is provided; it is also available to the public through the school handbook and on the school website.)
- b. Selection
  - i. Membership is open to 7th and 8th grade students at Franklin Borough School.
  - ii. The national minimum grade point average required is a cumulative B average for grades 6, 7, and 8; and must be maintained during their membership.
    - 1. All criteria necessary for selection include demonstration of the qualities scholarship, leadership, service, citizenship, and character.
      - a. Scholarship (cumulative average of an 85, unaccompanied by any Cs in from grades 6-8.)
      - b. Leadership (in the classroom, other school activities, in the community.)
      - c. Service (done on behalf of others without any type of compensation; volunteers, works well with others, participates outside school activities, mentors and assists others.)

- d. Citizenship (mature participation and responsibility in organizations, regard for freedom and justice.)
  - e. Character (outstanding record of attendance, conduct and behavior with regard to school and community rules → information sources will be reviewed in the academic year prior to and the academic year leading up to induction.)
    - i. Administrative discipline records (suspension, incident, documentation of violations), behavior and report card comments, professional faculty records, comments based on professional evaluation and action of faculty members on candidate evaluation forms, and chronic attendance reports.
    - ii. If not considered for membership at the time due to the previous mentioned, applicant will be considered in the future providing established criteria has been met.
  - iii. Applying members are to submit two letters of recommendation.
    - 1. One from a 5th-8th grade teacher; one from another adult (not another teacher or family member.)
      - a. Cover letter with necessary information will be given for the letters.
    - 2. Members of the Faculty Council shall support the school in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration, including those who receive accommodations for a disability, in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society
  - iv. The selection of each member to the chapter shall be by unanimous 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 decisions.
  - v. An NJHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter; transfer members must meet the new chapter's standards within one semester in order to retain membership.
  - vi. Members who resign or are dismissed are never again eligible for membership or its benefits.
- c. Dismissal

- i. Dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of NJH, with majority vote.
  1. If a student's cumulative average falls below an 85, at the close of the marking period, the student will receive a written warning from the chapter advisor that their membership is on probation. The deficiency needs to be corrected by the close of the next consecutive marking period, or dismissal will occur.
    - a. Procedure for suspension is determined by FBOE policy: any student who is failing one or more core subjects at mid-marking period, or at the close of a marking period, will be placed on probation for two weeks and not be allowed to participate in extra/co-curricular activities. A re-evaluation will then take place after the two-week probation to determine if a student can resume participation.
  2. When found in violation of school rules or policy, one warning will be given. If the member violates the same rule/policy, dismissal will occur.
    - a. In the case of flagrant willful violation of school rules or civil law, a member may be dismissed by the Faculty Council without warning.
  3. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council.
  4. Members have the right to appeal the Faculty Council dismissal decisions to the principal.
  5. NASSP shall hear no appeals in dismissal cases.

##### **5. Article V: Officers**

- a. Officers for the NJHS chapter shall include a president, vice president, and secretary.
  - i. President: presides over the chapter meetings.
  - ii. Vice-president: assists the president of stands in during the absence of the president.
  - iii. Secretary: takes notes during meetings and handles correspondence.
- b. Officers will be 8th graders who are elected preceding their 8th grade year; selected by a simple majority vote of the incoming 8th graders.
- c. New officers shall be installed at the induction ceremony.

**6. Article VI: Meetings, Activities**

- a. Chapter meetings shall take place once a month, or as needed.
- b. All members are expected to attend meetings on a regular basis.
- c. Chapters shall conduct meetings according to Robert's *Rules of Order*
- d. This chapter shall participate in at least one service project each year.
- e. No fee will be issued for members to join.
- f. The motto of NJHS shall be *Light Is the Symbol of Truth*.
- g. The official colors of NJHS shall be blue and gold.
- h. The official flower of NJHS shall be the white rose.