

**Freeport Middle School**  
**Walton County, Florida**  
**National Junior Honor Society**  
**By-Laws 2015- 2016**

Based on the requirements outlined in the Constitution of the National Junior Honor Society, Article XVI, the following is submission of the official bylaws of this chapter, adopted on January 4, 2016, by the chapter's Faculty Council, Principal, and Supervisor. It is added to (but does not supersede) the conditions, requirements, and obligations already expressed in the Constitution of the National Junior Honor Society. *"Each chapter shall write bylaws to amplify sections of the NJHS Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with the national Constitution. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like."*

**ARTICLE I: NAME AND PURPOSE**

- Section 1.** The name of this chapter shall be the Freeport Middle School National Junior Honor Society.
- Section 2.** The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of Freeport Middle School.

**ARTICLE II: THE PRINCIPAL**

- Section 1.** The Principal shall reserve the right to approve all activities and decisions of the chapter.
- Section 2.** The Principal shall annually appoint a chapter adviser, who may serve consecutive terms. (The term "adviser," shall also mean "co-adviser" in years when two advisers are appointed.)
- Section 3.** The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- Section 4.** The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

**ARTICLE III: THE CHAPTER ADVISER**

- Section 1.** The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 2.** The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.
- Section 3.** The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

- Section 4.** The chapter adviser(s) shall help the chapter officers understand and carry out their duties.
- Section 5.** The chapter adviser(s) shall be an ex-officio, nonvoting, sixth (or seventh) member of the Faculty Council.
- Section 6.** The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

#### **ARTICLE IV: THE FACULTY COUNCIL**

- Section 1.** The Faculty Council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the Faculty Council.
- Section 2.** The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- Section 3.** The chapter adviser shall be an ex-officio, non-voting, sixth (or seventh) member of the Faculty Council.
- Section 4.** The Faculty Council shall put on probation those students who fall below the membership standards determined by the Faculty Council. Students on probation cannot attend meetings, activities, etc. until their achievement meets the standards. They will receive counsel and support from the advisers.
- Section 5.** The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.
- Section 6.** 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 the national guidelines.

#### **ARTICLE V: SELECTION OF MEMBERS**

- Section 1.** To be eligible for membership the candidate must be a seventh or eighth grade student at Freeport Middle School.
- Section 2.** Candidates must have a minimum cumulative unweighted G.P.A of a 3.75, from the previous two quarters, to apply for membership. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.
- Section 3.** Prior to selection, the following shall occur:
- a. Students' academic and discipline 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 "Student Information Packet" for further consideration for selection.
  - c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

d. The Faculty Council shall review the “Student Information Packet” and faculty evaluations in order to determine membership.

- Section 4.** The selection of each member to the chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members appointed by the Principal. The chapter adviser (or co-advisers) shall be the sixth (or seventh) non-voting, ex-officio members of the Faculty Council.
- Section 5.** The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Junior Honor Society.
- Section 6.** The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

#### **ARTICLE VI: MEMBERSHIP**

- Section 1.** Membership is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2.** Candidates become members when inducted at a special ceremony.
- Section 3.** Members must not receive an academic grade in any class lower than 80 on quarterly report cards
- Section 4.** Members must show/maintain a clear disciplinary file (i.e. no detention, suspension, or expulsion), and no conduct grade greater than 3 on quarterly report cards.
- Section 5.** All members are required to participate in chapter service projects, in addition to choosing and participating in one additional individual service project per year that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members must contribute. [see NJHS Constitution, Article XIV, Section 4]
- Section 6.** Each member is subject to a quarterly review by Faculty Advisor and Faculty Council, as requisite by the NJHS Constitution, Article VI, Section 3 and Article VIII, Section 1. If any member fails to meet eligibility requirements for a quarter, that member will automatically be placed on membership probation for a period of one scholastic quarter, at which time eligibility requirements must be met in order to maintain membership status.
- Section 7.** All requirements for eligibility must be met and reviewed on a quarterly basis. If a student renounces or disavows any specific accountability of academic or social distinction at any time, that student’s eligibility status may be subject for review by the Advisory Council.
- Section 8.** Each member will be required to pay dues of \$10 yearly (based on specific school year) to the local chapter. Payments should be made payable to Freeport Middle School. All member dues must be paid in full by the date given by the advisor. Discontinuation of

membership may be considered and reviewed by Faculty Council if member fails to pay dues by due date.

**Section 9.** A National Junior Honor Society member who transfers to another school and brings a letter from the former 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.

#### **ARTICLE VII: DISMISSAL**

**Section 1.** The procedure of dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws. A member does not, necessarily, have to be warned.

**Section 3.** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4.** In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the Faculty Council.

**Section 5.** A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

**Section 6.** The National Council and the NASSP shall hear no appeals in dismissal cases.

**Section 7.** Members who resign or are dismissed are never again eligible for membership or its benefits.

#### **ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS**

**Section 1.** The officers of this chapter shall be 5 or 6 board members, depending on nominations and election results.

**Section 2.** Board members shall be elected at a regular meeting of the Freeport NJHS Chapter. Time, methods, and procedures for the nomination will be determined at the beginning of each school year by the chapter adviser and Faculty Council.

#### **ARTICLE IX: BOARD MEMBERS DUTIES AND RESPONSIBILITIES**

**Section 1.** Officers for the chapter shall include: president, vice-president, secretary, treasurer, and parliamentarian and/or historian. (The executive committee for this chapter will consist of these officers and the chapter advisor.) Officers must be nominated by another member in order to be considered for candidacy and election. All officers must be in 8<sup>th</sup> grade. Term of each office shall last for one school year.

- Section 2.** The office of president will serve to preside over all chapter meetings and events, and to be the student representative of the group for all chapter business (in school and out of school). The president will require prior consent of chapter advisor for all decisions and/or chapter business, but will work together with the chapter advisor as liaison between faculty, administration, students, and community.
- Section 3.** The office of vice-president will serve to assist the president with all executive duties, and/or to substitute for all duties of the president, in the temporary absence of the president. This substitution will require 24 hour prior notice to the chapter members and approval of chapter advisor before any/all chapter business is conducted. The office of the vice-president does not immediately assume the duties and responsibilities of the president if the office of presidency should be suddenly vacated. [See rules for election of new officers.]
- Section 4.** The office of secretary will serve to record all notes of meetings and execute written correspondence on behalf of the chapter. The secretary will also maintain records of all meeting/event attendance of the members. All notes and correspondence will require review and approval of the chapter advisor.
- Section 5.** The office of treasurer will serve to keep precise records of all chapter finances and to provide written documentation and reports of all monetary transactions to the members and to the Faculty Council. Treasurer may make written financial requests on behalf of the chapter, but all monetary decisions will be maintained and approved by the chapter Faculty Council and school principal [see Article 5].
- Section 6.** The office of parliamentarian will serve to keep order and discipline at all chapter meetings and events. The parliamentarian will also see that all meetings and chapter business follow proper parliamentary procedure and protocol as stipulated in the NJHS Constitution and the chapter bylaws.
- Section 7.** The office of historian will serve to keep records, photos, and documentation of any and all chapter events. Historian will manage chapter's notices in school (video announcements, posters, letters, etc.) and organize an annual visual representation of all chapter events and/or projects.

#### **ARTICLE XI: MEETINGS**

- Section 1.** The Freeport Middle School National Junior Honor Society Chapter shall meet monthly.
- Section 2.** Meeting dates will be determined and scheduled in advance by the Advisor. Schedule will be announced at meetings and then posted publicly in the school at least 3 days prior to each meeting. Special meetings can be called by the executive board, as needed, with at least 3 days prior notice to all members.
- Section 3.** Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws.
- Section 4.** All members are required to attend all scheduled meetings. Members who cannot attend a meeting must submit a written notice to the executive board at least 24 hours prior to the meeting. Excuses will be reviewed and validated by the executive board.
- Section 5.** Any member missing more than two (2) unexcused meetings per school year will be subject to review and disciplinary action by the Faculty Council.

## **ARTICLE XII: ACTIVITIES**

- Section 1.** The chapter shall be involved in at least one group service project during the school year.
- Section 2.** Each member shall have the responsibility for choosing and participating in an individual service project(s) that reflects his or her particular talents and interests. This should consist of 12 hours of service for the school year. *A minimum of 3 hours per quarter.*
- Section 3.** All members shall regularly participate in these projects.
- Section 4.** 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 5.** Each marking quarter, members shall record the service on a verification sheet. Verification sheets must be turned in by the end of each marking quarter to the chapter advisor.

## **ARTICLE XIII: AMMENDMENTS**

*These bylaws may be amended (at any time deemed necessary) by the principal and Faculty Council. Input from the chapter executive board and chapter members will be measured prior to consideration of amendment. Prior notice of any changes or amendments will be given to all members. Bylaws cannot be suspended under any circumstances. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL JUNIOR HONOR SOCIETY CONSTITUTION AND HANDBOOK.*

**ADOPTED:** January 4, 2016

**Revised:** January 8, 2016