

**Chapter Bylaws of the Millburn Chapter of the
National Junior Honor Society
Adopted: May 2017**

Article I Name:

The name of this chapter shall be the Millburn Chapter of the National Junior Honor Society

Article II Purpose:

The purpose of this organization 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 Millburn 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 advisor(s) is given the authority to supervise the administration of chapter activities as delegated by the school principal.

Section 3. The principal shall reserve the right to approve all activities and decisions of this chapter.

Section 4. Nondiscrimination. Our chapter of NJHS maintains the 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 the Millburn NJHS is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding: scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to demonstrate these qualities.

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

Section 3. Eligibility

- a. Candidates eligible for selection to this chapter must be members of the seventh or eighth 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 Millburn Middle School.**
- c. Candidates eligible for election 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.**

Section 4. Members who resign or are dismissed are never again eligible for NJHS membership or its benefits.

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 advisor(s) shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of the active members shall be held once a year during the third quarter.

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 shall be notified and asked to fully complete and submit the candidate information form for further consideration.**
- c. All students who fully complete and submit a candidate information form will be asked to write an essay at school at a pre-determined time and date.**

- d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter advisor(s).
- e. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

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 Millburn Middle School will be given an official letter indicating the status of his/her membership.

Section 6. An active member of NJHS who transfers to Millburn and brings a letter from the principal or chapter adviser from the previous school shall be accepted automatically as a member in the Millburn NJHS chapter. Transfer students must meet the Millburn chapter's standards within one semester in order to retain membership.

Article VI: Obligations of Members

Section 1. Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 30 days of induction.

Section 2. Each member of this chapter who is in good standing with regard to membership standards and member obligations shall be entitled to wear the emblems (NJHS pin and gold cord at graduation) adopted by the National Junior Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

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 the school year. All returning 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. Voting shall be by secret ballot. 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 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 community functions.

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

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

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. Officers and the faculty advisor(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. Special meetings can be called by the chapter advisor(s) or by the president with approval of the advisor(s).

Section 2. Members are expected to attend all chapter meetings and sign an attendance sheet.

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 / her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute.

Section 5. All members shall serve at least seven hours each semester. Proof of service must be signed by the supervising adult and given to the advisor(s).

Section 6. The chapter shall publicize and promote its projects in a positive manner.

Article X: Discipline and Dismissal of Members

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

Article 2. If a member's cumulative GPA falls below the standard in effect when s/he was selected (3.85/4.0) s/he will be given a written warning and a reasonable time period for improvement. If the GPA 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 the use of profanity, failure to comply, unexcused absences, excessive tardiness, 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 another violation of the school conduct code, the member may be considered for dismissal.

Section 5. 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 6. In cases of pending dismissal:

- a. The member will receive written notification from the advisor/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.
- 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 advisor(s).
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

Section 7. 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-third affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approved by the administration.

Section 2. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted in 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 on month prior to the vote. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal.

Approved on _____

Chapter President

School Principal

Chapter Secretary

Chapter Advisor(s)