



**Chapter Bylaws  
of the  
Westbrook Intermediate School Chapter  
of the  
National Junior Honor Society**

**Adopted: May 2017**

**Article I  
Name and Purpose**

- Section 1.** The name of the organization shall be the Westbrook Intermediate School Chapter of the National Junior Honor Society of the Secondary Schools.
- 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 Westbrook Intermediate School
- Section 3.** The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

**Article II  
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](http://www.njhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.
- Section 2.** This chapter will remain an active member of the state association by paying annual dues and participating in state functions when possible.
- Section 3.** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
- Section 4.** Final authority on all activities and decisions of the chapter resides with the school principal.
- Section 5.** Nondiscrimination. Our chapter of NJHS maintains 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 III  
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 IV**  
**The Chapter Adviser**

- Section 1.** The chapter adviser 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 shall maintain files on membership, chapter history, activities, and financial transactions.
- Section 3.** The chapter adviser shall regularly review each member for compliance with society standards and obligations.
- Section 4.** The chapter adviser shall help the chapter officers understand and carry out their duties.
- Section 5.** The chapter adviser (or co-adviser) shall be ex-officio, nonvoting, sixth (or sixth and seventh) member(s) of the Faculty Council.
- Section 6.** The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

**Article V**  
**The Faculty Council**

- Section 1.** The Faculty Council shall consist of five voting faculty members appointed annually by the principal.
- Section 2.** The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- Section 3.** The chapter adviser (or co-adviser) shall act as ex-officio, non-voting, sixth (or sixth and seventh) member(s) 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 adviser if requested.
- 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.

## **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.** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS adviser, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

**Section 3.** Initial Eligibility

- a. To be eligible for membership, the candidate must be a student in his/her second semester of seventh or eighth grade.
- b. Candidates must have attended Westbrook Intermediate the equivalent of one semester prior to applying for membership or have evidence of qualification prior to coming to Westbrook Intermediate.
- c. The minimum standard for scholarship shall be cumulative scholastic average of core classes that is at least 92 percent.
  - a. Pre-AP or Pre-AP/GT classes will receive a three-point bonus before calculations.
  - b. High school level classes will receive a five-point bonus before calculations.
  - c. Should a student be in both science and biology, the grade with the higher average will be calculated as the science grade. Both biology and science will not count toward the cumulative average.
- 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.** Selection of Members

- a. Students' academic and discipline records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (candidates) may complete and submit a membership application for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible.
- d. The Faculty Council shall review the student's application and faculty evaluations or recommendations in order to determine membership.
- e. 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.

**Section 5.** Candidates become members when inducted at a special ceremony.

- 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.
- Section 7.** 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.
- Section 8.** Members who resign or are dismissed are never again eligible for membership or its benefits.

### **Article VII Dues and Membership Recognition**

- Section 1.** The annual individual membership dues paid to a chapter or state affiliate, if any, shall not exceed twenty dollars inclusively. The amount for Westbrook Intermediate will be \$10-\$20 per year and will cover expenses such as but not limited to: induction costs (catering, candles, membership pins, and membership certificates), contributions toward large-scale service projects, and socials.
- Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled 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 return the emblem to the chapter.

### **Article VIII Nomination and Election of Officers**

- Section 1.** The officers of this chapter shall be president, vice president, secretary, parliamentarian, and historian. The adviser may choose to add the position of treasurer if the adviser determines a need for this position. The chapter adviser may permit two students to serve in one position, but this stipulation must result from voting complications or a tie that is not able to be broken by a revote.
- Section 2.** Officers shall be elected at a regular meeting of the Westbrook NJHS Chapter. Time, methods, and procedures for the nomination will be determined at the beginning of each school year by the chapter adviser.
- Section 3.** Students who have committed any form of academic dishonesty or served in school or out of school suspension will not be allowed to run for office, even if the offence did not result in dismissal from the chapter.

- Section 4.** 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 5.** In the event an officer fails to fulfill his/her duties or support and foster the core values of the National Junior Honor Society, said officer may be relieved of his/her duties by a majority vote by the Faculty Council.
- Section 6.** In the event an officer is removed from the chapter or relieved of his/her duties for any reason, the adviser will determine whether a replacement officer will be elected to fill the vacancy.
- Section 7.** Officers will be held to the same standards as members.

### **Article IX Officer Duties and Responsibilities**

- Section 1.** It shall be the duty of the president to preside at the meetings of the chapter; oversee the duties of all officers; lead planning and execution of service projects; coordinate NJHS activities; maintain communication with the adviser and the principal; fill in for any missing officers; and maintain open communication with members and service committees.
- Section 2.** The vice president shall fill the chair of the president in case of absence and otherwise assist in carrying out plans of the chapter; support the president in all aspects and responsibilities; and take charge of organizing committee meetings.
- Section 3.** The chapter secretary shall keep the minutes of meetings; a record of business; and all records on file.
- Section 4.** The parliamentarian shall maintain order at the meetings and ensure that all chapter procedures are followed including *Robert's Rules of Order*; lead meetings with appropriate pledges; and review and report on national level NJHS information as needed.
- Section 5.** The historian shall compile information on activities and projects of all members; keep pictures and mementos from the chapter throughout the year and compile a scrapbook to preserve that year's chapter. The scrapbook will be kept by the chapter adviser and stay with the club should the adviser leave.

### **Article X Executive Committee**

- Section 1.** The executive committee shall consist of the board members of the chapter and the chapter adviser.
- Section 2.** The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter by-laws. All action and

recommendations of the executive committee shall be subject to the review of the chapter membership.

- Section 3.** The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. (Note: This section is viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Council).

## **Article XI Discipline and Dismissal**

PROBATION is defined as a loss of all NJHS privileges for a period designated by the Faculty Council. Privileges include, but are not limited to, participation in all meetings, elections, or society functions. A written notice of probation will be issued by the adviser or Faculty Council, and a copy will be kept on file for future reference. No NJHS member will be issued more than one probation. Any subsequent infraction will result in dismissal. For flagrant violations of civil or school rules, dismissal will result without prior probation.

- Section 1.** The procedure of dismissal shall be determined by the adviser or the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Westbrook Intermediate School Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.
- Section 2.** If a member's cumulative grade point average falls below the standard as outlined in Article VI, Section 3, the member will be given a written warning of probation and a reasonable time period, typically one grading period, for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be dismissed from the chapter.
- Section 3.** Students with an 'N' in conduct will be given a written warning of probation and a reasonable time period, typically one grading period, for improvement. If the conduct remains below standard at the end of the warning period, the student will be dismissed from the chapter. Students with a 'U' in conduct will automatically be dismissed with no written warning or probation period.
- Section 4.** Assignment of in school or out of school suspension may result in dismissal from the National Junior Honor Society.
- Section 5.** Violations of the law or school regulations, including violations that do not necessarily result in ISS, can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to:
- a. Violation of the secondary honor code
  - b. Vandalism
  - c. Theft
  - d. Destruction of property
  - e. Truancy

- f. Possession, selling or being under the influence of drugs or alcohol at school or school-related activities or in the community
- g. Obscene acts or language
- h. Flagrant disrespect of authority
- i. Fighting
- j. Any second cause for probation

**Section 6.** Failure to fulfill service requirements will result in probation or dismissal.

- a. Failure to participate in the large-scale service project will result in automatic dismissal from the organization
- b. The first set of six service hours must be submitted no later than the last day of the second nine weeks. Failure to submit these will result in probation.
- c. The total twelve service hours are due no later than the last day of the third nine weeks, unless otherwise announced in writing. Failure to submit the 12 hours by the deadline will result in dismissal.

**Section 7.** Offenders of the school conduct code (such as use of profanity, failure to comply with teacher or administrators directions, excessive 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 8.** Chapter officers, as representatives of the chapter, can be removed from their positions by the Faculty Council for failing to fulfill their officer duties or membership requirements, or for acting in any way that makes the Faculty Council question the officer's ability to lead the chapter.

**Section 9.** In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/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. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. Any notice of appeal must be made in writing and submitted to an NJHS adviser within ten (10) school days after the receipt of probation or dismissal.
- 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 adviser.
- d. The Faculty Council's decision may be appealed to the building principal who will consult the national and chapter bylaws to make a final decision about membership.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

**Section 10.** The National Council and the NASSP shall hear no appeals in dismissal cases.

## **Article XII Meetings**

- Section 1.** The Westbrook Intermediate School Chapter of National Junior Honor Society shall meet monthly or as often as determined by the chapter adviser.
- Section 2.** Special meetings can be called by an officer with approval of the adviser.
- Section 3.** Chapters shall conduct meetings according to *Robert's Rules of Order*.
- Section 4.** Members are expected to attend all chapter meetings.

## **Article XIII Service and Activities**

- Section 1.** All members shall be involved in at least one large-scale service project organized by the chapter. In the event that the executive committee decides to do multiple large-scale service projects, members will only be required to participate in only one of the designated large-scale service projects.
- Section 2.** The project 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 planned, organized, and executed.
- Section 4.** In addition to the large-scale service project to which all members contribute, each member shall have the responsibility to choose and participate in community service. This should consist of 12 hours of service.
- Section 5.** Members shall record their 12 service hours on a verification sheet. The first six service hours must be submitted on a verification sheet to the chapter adviser by the last day of the second nine weeks. The remaining six hours must be submitted on a verification sheet to the chapter adviser by the end of the third nine weeks.
- Section 6.** The 12 community service hours may be done any time after the student has been inducted into the NJHS chapter, so long as they are completed and submitted by the deadline.

## **Article XIV**

### **Ratification, Approval, Review, and Amendments**

These By-Laws will be reviewed annually by the Chapter Members. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL JUNIOR HONOR SOCIETY CONSTITUTION AND HANDBOOK. Any sections of the chapter by-laws that conflict with national bylaws will not be recognized. Any recommended change must be approved by the Faculty Council and the principal. Upon approval of the recommended change, it will be reviewed and put to a vote by the membership. Two-thirds vote will establish a change. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed.

Approved on May 17, 2017