

# By Laws – The W. R. Satz Chapter of the National Junior Honor Society

## ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the **William R. Satz Middle School** Chapter of the National Junior Honor Society of **Holmdel Twp.**

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of **William R. Satz Middle School.**

## ARTICLE II: MEMBERSHIP

Section I. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at the end of their enrollment. Graduate and honorary members have no vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty council, and shall be based on the criteria of Scholarship, Service, Leadership, Citizenship, and Character (conduct).

Section 3. By applying for membership to this chapter, candidates acknowledge that acceptance is a privilege, not a right, and that all decisions made by the Faculty Council are final. There is no appeal process.

Section 4. Eligibility:

- (a.) Candidates eligible for election for this chapter must be (Spring '09) **second semester 7<sup>th</sup> graders.**
- (b.) To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one full semester at the **W.R. Satz School.**
- (c.) 7<sup>th</sup> grade candidates eligible for election to the chapter shall have a minimum cumulative grade average of **93.0%** (out of 100%, not rounded) after the second marking period. All courses are weighted equally regardless of level. This scholastic level of achievement shall be the required minimum scholastic level of achievement for admissions to candidacy. All students who can rise in scholarship to or above such standard may be reconsidered for candidacy for selection to membership after second marking period of 8<sup>th</sup> grade.
- (d.) Due to the fact that every course included in the school day must be considered in the average, those students taking a pass/fail course will not be eligible.
- (e.) Eligibility for 8<sup>th</sup> graders will be based solely on the average of the first and second marking period grades. Upon meeting the grade level, attendance and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character as defined in the application. To be eligible, candidates must not exceed 10 days absence in one school year. Note 2 tardies = 1 day absent. Absence deemed to be excused i.e. funeral, chronic illness, shall not be counted.

## ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote by the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

**All selection decisions made by the Faculty Council shall be considered final. There is no appeal process.**

Section 2. Prior to selection, the following shall occur:

- (a.) Students' academic records shall be reviewed to determine scholastic eligibility.

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(b.) Students who are eligible scholastically (“candidates”) shall be notified and asked to complete and submit the **Student Application Form** for further consideration for selection.

(c.) The W. R. Satz faculty/staff shall be requested to evaluate candidates determined to be scholastically eligible using the **official application**.

(d.) The Faculty Council shall review the Student Application, faculty/staff recommendations, essay and conduct reports in order to determine membership.

Section 3. The selection of new, active members shall be held **once a year during the second semester of the school year**.

Section 4. Candidates become members when inducted at a special ceremony in May.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal [alt., adviser].

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 semester to attain this chapter’s membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be dismissed from the **W.R. Satz 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 (**93.0%**) falls below the standard in effect when he/she was selected, he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in immediate dismissal of a member. These violations include, but are not limited to cheating, truancy, stealing, destruction of property, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 4. Offenders of the school conduct code (such as plagiarism, unexcused absence, excessive tardiness, dress code violation, electronic device infractions, use of profanity, failure to comply, bullying, etc.) will receive written warning notification, i.e. a conduct report. A conference may be requested by either party (Faculty Council or student/parent). An accumulation of 5 points means The Faculty Council has discretion to dismiss. An accumulation of 10 points means immediate dismissal. If the member is involved in another violation of the school code, the member may be dismissed.

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Section 5. In all cases of pending dismissal:

- (a.) The member will receive **written notification i.e. letter or conduct report**, indicating the reason for possible dismissal from the advisor/Faculty Council. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see 5 b-e).
- (b.) The member will be given the opportunity to respond in writing to the Faculty Council regarding the charge against him/her prior to the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution). The Faculty Council will then 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 reviewed by the administration and then if confirmed, expressed in a letter sent to the student, parents, and administration. Dismissed members must surrender any membership emblems to the advisor.
- (d.) The Faculty Council's decision may be appealed to the building administrator and afterwards through the school district discipline policy.
- (e.) When a student is dismissed or resigns, he/she is no longer a member and **may never again be considered for membership in the National Junior Honor Society.**

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

### ARTICLE V: 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 each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. 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.

- President
- Vice President
- Secretary
- Treasurer

Section 4. It shall be the duty of the president to preside over meetings for this chapter, determine the agenda, act as liaison between the faculty advisor and chapter officers, develop ideas for chapter projects.

Section 5. The vice-president shall preside in the absence of the president keep a record of members' contributions to leadership and service; assist the president in developing ideas for chapter projects.

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

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

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## **ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the Faculty Advisor(s) and the chapter officers.

Section 2. The executive committee shall 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 VII: MEETINGS**

Section 1. Meetings of this chapter shall be **scheduled by the Advisor(s)**.

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 chapter meetings. Absences – 3 unexcused can be cause for dismissal. To be eligible, candidates must not exceed 10 days absence in one school year. Note 2 tardies = 1 day absent. Absence deemed to be excused i.e. funeral, chronic illness, shall not be counted.

## **ARTICLE VIII: ACTIVITIES**

Section 1. The chapter shall determine one or more service projects for the year by the end of the previous school year. This will always include scheduled peer tutoring available throughout the year in addition to other projects determined by the chapter.

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 reflect his or 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. The chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: EMBLEM**

Section 1. Each member of it is chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Junior Honor Society. Members are obligated to wear their emblems on meeting days and all other NJHS sponsored events.

Section 2. Any member who withdraws, resigns, or is dismissed for the chapter shall return the emblem to the chapter. If the members purchased the emblems, the chapter is obligated to reimburse the student for said expense.

## **ARTICLE X: DUES**

Section 1. Annual dues for this chapter shall be \$25.00. [No student will be excluded because of financial restraints. A writer letter stipulating financial burden must be submitted to chapter advisor.]

Section 2. Dues will be payable to the chapter advisor or designee prior to induction.

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### **ARTICLE XI: POWERS**

Section 1. The chapter advisor 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 and decisions of the chapter.

Section 3. These by-laws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

### **ARTICLE XII: AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least once a month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Junior Honor Society.

Date of last approved revisions: 18 September 2008.

Approved: 18 September 2008