

Bylaws of the Valerie D. Lewis Chapter of the National Junior Honor Society of Gunston Middle School, Arlington, VA

Adopted September 2015

ARTICLE I: NAME

The name of this chapter shall be the Valerie D. Lewis Chapter of the National Junior Honor Society of Gunston Middle School.

ARTICLE II: PURPOSE

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 the students of Gunston Middle School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NJHS National Constitution. It is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

Section 2. The chapter advisers are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4. This chapter 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 IV: 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 chapter advisers, who may serve consecutive terms.

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 V: THE CHAPTER ADVISER

Section 1. The chapter advisers 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 advisers 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 advisers shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the members of the executive committee understand and carry out their duties.

Section 5. The chapter advisers shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter advisers shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE VI: 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 Faculty Council shall put on probation those students who fall below the membership standards determined by the Faculty Council. Students on probation must continue to attend meetings and participate in activities sponsored by the National Junior Honor Society, but will be considered members not in good standing until their achievement meets the standards. They will receive counsel and support from the adviser.

Section 4. The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

Section 5. 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 VII: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the Faculty Council, who may award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility.

- a. Candidates eligible for selection to this chapter must be either in the second semester of sixth grade or members of the seventh grade class who have been nominated by a teacher.
- b. To be eligible for selection to membership, the candidate must have been enrolled for at least one semester at Gunston Middle School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their leadership, service, character, and citizenship.

ARTICLE VIII: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council.

Section 2. The selection of members shall be held once a year during the second semester of the school year.

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 (candidates) shall be notified and asked to complete and submit the Candidate Information Packet for further consideration.
- c. The Faculty Council shall review the Candidate Information Packet 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 this school will be given, upon request, an official letter indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society who transfers to this school and presents a letter from the former principal or chapter adviser to the Gunston Middle School chapter adviser will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Section 7. Members who resign or are dismissed from the National Junior Honor Society are never again eligible for membership or its benefits.

Section 8. A description of the selection procedure shall be published on the Gunston Middle School website.

Section 9. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE IX: OBLIGATIONS OF MEMBERS

Section 1. Each member of this chapter shall be granted the privilege of wearing the emblem adopted by the National Junior Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall have the privilege of wearing the emblem to the chapter revoked. The membership certificate shall also be returned to the chapter adviser.

Section 3. Members are required to continue to meet all the eligibility requirements by which they were selected (see Article VII, Section 3).

Section 4. Members are required to participate in the chapter activities, as outlined in Articles XI and XII.

ARTICLE X: EXECUTIVE COMMITTEE

Section 1. The officers of this chapter shall be multiple executive committee members, and the number may change each year depending on student interest and chapter needs.

Section 2. Executive committee members shall be members of the eighth grade class.

Section 3. Members interested in serving on the executive committee the following school year shall alert the chapter adviser of their interest no later than May of their seventh grade year.

Section 4. Executive committee members shall be installed at a special ceremony.

ARTICLE XI: EXECUTIVE COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser and shall meet once per month before the general membership meeting.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, help run the meetings, 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: MEETINGS

Section 1. The Gunston National Junior Honor Society Chapter shall meet monthly.

Section 2. Special meetings approved by the executive committee may be called by the chapter adviser.

Section 3. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in these by-laws.

Section 4. Members are expected to attend all chapter meetings.

ARTICLE XII: ACTIVITIES

Section 1. The chapter shall be involved in multiple group service projects during the school year.

Section 2. All members shall regularly participate in these projects, and at a minimum must participate in one per year.

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(s) that reflects his or her particular talents and interests. This should consist of at least 20 hours of service over the school year, to be reported no later than May 31 to the chapter adviser via the Gunston website.

Section 5. Each quarter, members shall record their chapter service project participation online via the Gunston Middle School website.

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

ARTICLE XIII: DISCIPLINE AND DISMISSAL OF MEMBERS

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

Section 2. If a member's cumulative grade point average falls below a 3.5, s/he will be given a written warning and a reasonable 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 can include 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, at school-related activities, or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, repeated noncompliance with dress code) 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. Executive committee members, 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 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 will be given the opportunity 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.
- 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 and beyond, according to provisions of the school district discipline policies. The National Council and the NASSP shall hear no appeals in dismissal cases.
- 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 XIV: RATIFICATION, APPROVAL, AND REVIEW

Section 1. These bylaws will be approved upon receiving a majority affirmative vote of the Faculty Council and approval by the administration.

Section 2. These bylaws shall be reviewed and, if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XV: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendments has been given to members at least one month prior to the vote. All amendments must comply with the national constitution of the National Junior Honor Society.