

Mountain Trail
Middle School
National Junior Honor
Society
Bylaws



Honor Society Chapter Bylaws

All NJHS chapters function under a single national constitution (developed and monitored by the National Council), and operate locally under a set of bylaws. Bylaws for local NJHS chapters are designed to implement the constitution. They are written sets of rules for a group. The bylaws define the limits of authority for the organization and give a sense of both order and purpose. Bylaws must be studied regularly and changed to stay vital and meaningful



Bylaws are a constitutional mandate (Article XVI)

All components of local bylaws must conform to guidelines and regulations found in the national constitution.

ARTICLE I: NAME AND PURPOSE

Section 1—The name of this chapter shall be the National Junior Honor Society of Mountain Trail Middle School.

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 Mountain Trail Middle School.

ARTICLE II: MEMBERSHIP

Section 1—Membership in this chapter shall be known as active and honorary. Honorary members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2—Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, citizenship, and character.

Section 3—Eligibility

a. Candidates **eligible** for election to this chapter must be in the second semester, third quarter of grade seven.

b. To be eligible for selection of membership in this chapter, the candidate must have been in attendance for a period of two to three quarters of their 7th grade year at Mountain Trail Middle School. Attendance requirement may be altered at Advisor's discretion.

c. New students to 8th grade at MTMS may petition to join if all requirements for eligibility are met. Transcripts will be given to the advisors for review and determination of eligibility is. It will be up to the advisor's discretion if membership will be offered.

NOTE : Attendance requirement may be altered at Advisor's discretion.

d. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.8 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.

e. Transferring NJHS Membership

The NJHS constitution states that any NJHS member who transfers to another school and brings a letter from the 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.

Differing standards and procedures among chapters can sometimes cause difficulty for students who transfer. For example, in the case where the cumulative grade point average (GPA) standard of the new school is higher than that of the old school, the transferee is granted membership and given a reasonable amount of time (at least one semester) to raise his or her GPA to the new standard. This transition period can be extended by the faculty council if it deems it appropriate.

In all transfer cases, the local faculty council must accept the transfer membership automatically, but it is also charged with making a sound, professional judgment regarding the membership status of the individual following the transition period.

When transferring to a new school, it is the obligation of the student member to notify the adviser of the new school's chapter of his or her membership. If transferring over the summer, students should inform the new school at the time they register for new classes. If during the school year, it is recommended that notification be made within 30 days of enrollment.

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e. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1—The selection of members to this chapter shall be by a screening process of the NJHS Advisors with input from the principal and assistant principal as needed.

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

- a. Students' academic 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 Form 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 NJHS Advisor(s) shall review the Student Information Form and faculty evaluations in order to determine membership.

Section 3—The selection of new active members shall be held once a year during the second semester, after third quarter grades have been posted, of the school year.

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

Section 5—Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 5A— Any active member **MAY NOT** be signed up for any school aide position. If you are scheduled for an aide position, you **MUST** see a Counselor for a schedule change.

Section 6—An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

Section 7—An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The NJHS Advisor(s) 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 or her membership.

Note: The selection process used at the local level may vary from the procedure outlined above; however, such variations must still conform to the national constitution.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1—Any member who fails to uphold the 5 Pillars of NJHS- scholarship, leadership, character, citizenship or service may be considered for dismissal from the Mountain Trail Middle School chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section 2—If a member's cumulative GPA falls below the standard in effect when he or she was selected (3.8), he or she will be given a written warning and a time period for improvement.

****QUARTER 1 AND 2, THE STANDARD TIME PERIOD WILL BE THE FINAL GRADE OF THE NEXT QUARTER.**

****FOR QUARTER 3, THE STANDARD TIME PERIOD IS MID -TERM OF 4TH QUARTER**

If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the NJHS Advisor(s), which may include consideration of dismissal from the chapter. If dismissal occurs, members must surrender any membership emblems to the adviser.

Members may only be placed on probation TWICE; the third offense WILL result in permanent dismissal from NJHS.

****NOTE -This is in regards to students may HAVE to be placed into an aide position for medical reasons: (Refer to Section III, 5A)**

PLEASE BE AWARE THAT CLASSES not receiving a letter grade (AIDE POSITIONS) WILL AFFECT YOUR GPA. REMEMBER YOUR GPA IS AN AVERAGE OF YOUR GRADES FOR THE QUARTER. IF YOU TAKE AN AIDE POSITION, YOU ARE IN FACT ENABLING YOURSELF TO GET A LOWER GPA.

Ex 1 – 6 classes- only allowed one B = GPA of 3.8333333

Ex. 2. 5 classes + Aide Position – allowed only one B – GPA = 3.8

Ex. 3 - 4 classes + 2 Aide positions – YOU MUST GET ALL A's FOR A 4.0 GPA

BECAUSE one B with 2 Aide positions does not allow you to reach a 3.8, the most you can earn for your GPA is a 3.75

****NOTE 1:** Please note that if you are in an ADVANCED MATH CLASS and have an AIDE POSITION your GPA will be affected 1st and 3rd quarter with a smaller number of classes to calculate your GPA.

SPECIAL NOTICE TO STUDENTS TAKING HIGH SCHOOL COURSES - Algebra or Honors Geometry.

High School Level Classes - quarter end grades for high school level classes are NOT used to calculate QUARTER END GPA. At the end of the first semester (i.e. end of second quarter), the course grade for the high school level classes is used, along with the second quarter grade for non-high school level courses to calculate GPA.

What this means to your eligibility in NJHS is as follows:

When GPA statistics are taken from Infinite Campus it is then that it is determined:

1. If your child remains eligible,
2. Is on probation

OR

3. Is dismissed at the end of each quarter based on GPA

As described above, if you ARE IN a high school level course, you will NOT have a complete GPA until the end of FIRST SEMESTER (i.e. second quarter). In this case, you may be dismissed at the end of first semester (i.e. second quarter) WITHOUT having received a notice of probation at the end of first quarter. PLEASE BE AWARE OF THIS SITUATION.

****NOTE 1 :** Honors Geometry is a 5 credit course so a “B” in this class will affect your academic GPA accordingly.

****NOTE 2:** Your 3rd quarter mid-term grade (i.e. the grade you see on your report card NOT the midterm) will be used to determine eligibility for 4th quarter.

Section 3—If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. (See **Article IV Section 2 for Standard Time Periods**) If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the NJHS Advisor(s), which may include dismissal from the chapter. If dismissal occurs, members must surrender any membership emblems to the adviser.

Section 3a - If a student receives an **INCOMPLETE**, they will be placed on **SUSPENSION**, meaning they will not be allowed to participate in any official NJHS activity until the incomplete has been resolved.

Section 3a - Community Service - If a member fails to perform the required number of hours (6), he or she will be given a written warning and a time period for improvement. **(See Article IV Section 2 for Standard Time Periods)** In order to meet the obligation, the member must complete the required hours for the quarter they were placed on probation as well as their required hours for the current quarter. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the NJHS Advisor(s), which may include dismissal from the chapter. If dismissal occurs, members must surrender any membership emblems to the adviser.

Section 4—Violation of the law or school regulations can result in dismissal of a member. **SEE HANDBOOK FOR ALL RULES/REGULATIONS.** 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; bullying; dress code violations.** Also but not limited to, as per our student handbook sections entitled **ARTICLES PROHIBITED ON CAMPUS** include live pets, electronic games, laser pens, cameras, stink bombs, snap caps, mace, siren-producing devices, hats, tobacco products, lighters and matches. Items advertising or promoting drugs, alcohol, tobacco, sex or violence are not allowed. These items and anything else causing disruption or hazard at school will be confiscated. Violators will be subject to disciplinary action. This includes all school sponsored activities, and before and after school. The school will not be responsible for the loss, theft and/or damage of prohibited items. If dismissal occurs, members must surrender any membership emblems to the adviser.

Section 5—Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (NJHS Advisor(s), student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal. If dismissal occurs, members must surrender any membership emblems to the adviser.

Section 6—In all cases of pending dismissal:

- a.** The member will receive written notification indicating the reason for possible dismissal from the adviser or administration. The member and adviser 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 below).
- b.** The member will be given the opportunity to respond to the charge against him or her at a hearing before an ad hoc committee comprised of two seventh and two eighth grade teachers and or two elective teaches, prior to the vote on dismissal. The ad hoc committee will then vote on whether to dismiss. A majority vote of the ad hoc committee is needed to dismiss any member.
- c.** The results of the ad hoc committee vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d.** The ad hoc committee’s decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e.** When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Junior Honor Society. Dismissed member must surrender any membership emblems to the adviser.

Section 7—In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 8 –Failure to return Official NJHS notices, i.e. beginning year forms, probationary notices, etc. with parent signature by the due date may be cause for probation/dismissal.

ARTICLE V: OFFICERS

Section 1—The officers of the chapter shall be President, Vice President, Secretary, and Treasurer, Public Relations, Historian, and Sergeant at Arms.

Section 2—Student officers shall be elected at the second or third meeting of the school year. All active members of the chapter are eligible to vote. (**Note:** The timing of the election of chapter officers is determined locally.)

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. [**Note:** Plurality can be used to determine the outcome of elections as an alternative to a majority vote.]

Section 4— Officers become official members when inducted at a special ceremony. Once selected and inducted, officers are expected to maintain the standards by which they were selected and maintain all obligations of membership and office.

The following duties should reflect the responsibilities developed for officers in the local chapter:

Officer/ Members Responsibilities

Section 4—It shall be the duty of the **President** to preside at the meetings for this chapter.

Section 5—The **Vice President** shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service . This officer will also be required to attend PTSO meetings.

Section 6—The **Secretary** shall keep the minutes of meetings and be responsible for all official chapter correspondence. In addition the secretary will write all letters that represent the MTMS chapter, keep membership records, and calendar of events.

Section 7—The **Treasurer** shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. In addition, the treasurer will serve on any school committees that require NJHS representation.

Section 8—The **Public Relations** officer shall post notices for all meetings at least two days before each meeting, take care, monitor and decorate the NJHS Bulletin Board, make sure any announcements are given to the sponsors so they can be put onto MTV. This officer will also be required to attend PTSO meetings.

Section 9— The **Historian** shall prepare an official scrapbook or report of chapter activities and biographical information on members. This office may be held by two members of NJHS is need be. In the event the Secretary is absent, the Public Relations officer will keep the minutes. Two may hold this office.

Section 10— The **Sergeant at Arms** maintains order, assists in the maintaining of the bylaws, and makes sure that the MTMS bylaws are followed.

Section 11— Committee Chairpersons - These appointed individuals have the same responsibilities with committees that the President has with the total membership. Chairpersons report to the President regarding the progress of committee work and ask for assistance, if needed.

Section 12 – Member of NJHS – It shall be up to the member to stay current with any and all updates to committees, activities and MTMS NJHS Bylaws as notified by the advisors.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1—The executive committee shall consist of the faculty adviser(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 and ATTENDANCE

Section 1—Meetings of this chapter shall be monthly. All meetings will be held after school from 3:45 – 5:00 p.m. in the media center. All meeting dates will be established by the first meeting and all members will be notified of all meeting dates.

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. **Members are permitted three absences**. If a student is going to be absent other than illness, they must **notify** the NJHS Advisor(s) via phone (leave message at school office) or e-mail. Students who accumulate **two unexcused absences** will be placed on probation pending dismissal on the 3rd unexcused absence.

Section 4 – All chapter members are required to attend **THREE MANDATORY** meetings:

1. First Meeting
2. Bylaws Meeting
3. Calculating GPA

NOTE: Failure to show for one of these meetings will automatically place member on probation. Failure to show for 2 or more meetings will be cause for dismissal.

Section 5 – In order to participate in ANY NJHS activity you must be present for a **MINIMUM** of 4 periods on the day of the activity.

ARTICLE VIII: 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 2A – All members are expected to participate in a minimum of **THREE** NJHS sponsored activities, **ONE** NJHS service learning away activity, i.e. Hope Walk, Relay for Life, etc. **PLUS** 2 other NJHS sponsored activities.

NJHS Sponsored Activities to include:

*7th Grade Orientation – Before School tours

*Curriculum Night Tours

*Buck A Duck – please note that signing up for this committee does not guarantee credit due to the selling / selling out of the ducks.

*Various Philithropics - to be determined by the group

*NJHS Interview – 7th Graders

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 that reflects his or her particular talents and interests and as approved by the chapter adviser. 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.

Community Service

NJHS is a Service Based Academic Organization. To that end each NJHS member will be required to complete Community Service as part of their commitment to the organization

Section 6 - all members are expected to complete 6 hours of community service - these may include NJHS committee work and NJHS sponsored activities.

Section 6a - Signatures for community service **MAY NOT** be that of a parent. It must be by the person for whom the service was done.

Section 6b - Any activity sent out through email by MTMS Advisors or any school carnivals shall be considered for community service **BUT NOT** for NJHS committee work.

Section 6c - All Community Service forms must be filled out completely and turned into the advisors by the due date. Failure to do so will result in being placed on probation.

Section 6d - Since members are inducted the previous year, summer community service hours may be carried over into first quarter only. Any additional hours will not be carried over into other quarters. Please remember that one of the purposes of NJHS is to stimulate a desire to render service. (See Article 1 Section 2)

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ARTICLE IX: EMBLEM

Section 1—Each member of this 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.

[**Note:** The content of this section parallels Article XV, Section 3 of the national constitution, revised 2005.]

Section 2—Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

[Note: If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.]

Section 3—Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation if applicable. (High school only)

ARTICLE X: DUES

Section 1—Annual dues for this chapter shall be zero unless voted on by the selected body.

Section 2—Dues will be payable to the chapter treasurer within 30 days of induction. (**Note:** This section is optional.)

ARTICLE XI: POWERS

Section 1—The chapter adviser 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** bylaws 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 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 one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the NJHS Advisor(s) with the approval of the principal.

Section 2—Bylaws and amendments must be consistent with the constitution of the National Honor Society. Additional articles can be added as needed. It is often convenient to have the last article dealing with amendments

ARTICLE XIV: ACTIVITIES

Section 1. Each 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; be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an **individual service projects** that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. In addition to the chapter service project, members are to engage in additional service of **6 hours** according to their own talents and interests. These 6 additional hours will be monitored by the chapter sponsor.

Section 5. Each chapter shall publicize its projects in a positive manner.

ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council. Patent and Trademark Office and may not be copied by anyone.

Section 3. The **NJHS motto** shall be *Light Is the Symbol of Truth.*

Section 4. The official **NJHS colors** shall be blue and white.

Section 5. The official **NJHS flower** shall be the white rose.

ARTICLE XVI: BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

ARTICLE XVII: AMENDMENTS

This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a majority of the members of the National Council.

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Signatures:

Chapter president _____

Secretary _____

Adviser(s) _____

Adviser(s) _____

Principal (for historical record) _____

Approved revision 20 _____

**National Junior
Honor Society
Mountain Trail Chapter
Oath**

“I pledge myself to uphold the high purposes of the National Junior Honor Society to which I have been selected; I will be true to the principles for which it stands; I will be loyal to my school, and will maintain and encourage high standards of scholarship, service, leadership, character, and citizenship. I will always seek the light of truth, hold to scholarly habits, engage in worthy service, and to lead forward in all things that shall advance the welfare of the school and the greater community at large.”

**OUR National Junior Honor Society motto for
Mountain Trail Middle School is
Achieve - Lead - Serve**