

**BY-LAWS FOR NATIONAL JUNIOR HONOR SOCIETY CHAPTER  
Mill Creek Academy**

**ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this chapter shall be the Mill Creek Chapter of the National Junior Honor Society of Mill Creek Academy.

**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 Mill Creek Academy.

**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: 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 III: 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. The chapter adviser shall send the annual activity report to the national office.

**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 shall be an ex-officio, nonvoting, sixth member of the Faculty Council.

**Section 6.** The chapter adviser(s) shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

#### **ARTICLE IV: 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 chapter adviser shall be an ex-officio, non-voting, sixth member 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 advisers.

**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, all of which must remain in compliance with the national guidelines.

#### **ARTICLE V: 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.** Eligible members must show/maintain a clear disciplinary file (i.e. no detention, suspension, or expulsion).

**Section 3.** Eligible members must maintain school attendance record of no more than three (3) absences (unexcused) per school quarter. Members should be present at all meetings if member attended school.

**Section 4.** All members are required to participate in chapter service projects, in addition to choosing and participating in one additional individual service project per year that reflects his or her particular talents and interests. This community service will be no less than 20 hours (10 school/10 community). This is in addition to the chapter projects to which all members must contribute. [see NJHS Constitution, Article XIV, Section 4]

**Section 5.** Each member is subject to a quarterly review by Faculty Advisor and Faculty Council, as requisite by the NJHS Constitution, Article VI, Section 3 and Article VIII, Section 1. If any member fails to meet eligibility requirements for a quarter, that member will automatically be placed on membership probation for a period of one scholastic quarter, at which time eligibility requirements must be met in order to maintain membership status.

**Section 6.** All requirements for eligibility must be met and reviewed on a quarterly basis. If a student renounces or disavows any specific accountability of academic or social distinction at any time, that student's eligibility status may be subject for review by the Advisory Council.

**Section 7.** Each member will be required to pay dues of \$20 yearly (based on specific school year) to the local chapter. All member dues must be paid in full by the 30th day of the school year (with the exception of this year, 2019, where dues will be due no later than 3 weeks after the member selection process). Discontinuation of membership may be considered and reviewed by Faculty Council if member fails to pay dues by due date.

**Section 8.** The Faculty Council shall reserve the right to 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. Honorary members shall have no voice or vote in chapter affairs.

**Section 9.** Candidates become members when inducted at a special ceremony.

**Section 10.** 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 11.** Members who resign or are dismissed are never again eligible for membership or its benefits.

## **ARTICLE VI: SELECTION OF MEMBERS**

**Section 1.** To be eligible for membership the candidate must be a second semester seventh grade student or eighth grade student at Mill Creek Academy. Candidates must have been in attendance at the school for a minimum of the equivalent of one semester.

**Section 2.** Candidates must have a cumulative scholastic average of 3.75 on a 4.00 scale. Candidates must receive 3 positive teacher recommendations. Recommendations must be received by the advisor on or before the due date set by the council. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

**Section 3.** Prior to selection, the following shall occur:

- A. Student candidates who are eligible scholastically may request, complete and submit the “Student Information Packet” for further consideration for selection.
- B. The faculty shall be requested to evaluate candidates using the official evaluation form provided by the chapter adviser.
- C. The Faculty Council shall review the “Student Information Packet” and faculty evaluations in order to determine membership. The requested “Student Information Packet” must be completed in full in order to be considered for candidacy. The Faculty Council will all review students’ academic and discipline records to determine membership

**Section 4.** 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. The chapter adviser (or co-advisers) shall be the sixth (or sixth and seventh) non-voting, ex-officio members of the Faculty Council.

**Section 5.** After being inducted, members must maintain at least a 3.75 GPA based on a 4.00 scale in core classes.

**Section 6.** A description of the selection procedure shall be published on the school’s website which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Junior Honor Society.

**Section 7.** The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

## **ARTICLE VII: DISMISSAL**

**Section 1.** The procedure of dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of **flagrant violation** of school rules or civil laws. A member does not, necessarily, have to be warned.

**Section 3.** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4.** In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the Faculty Council.

**Section 5.** A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

**Section 6.** The National Council and the NASSP shall hear no appeals in dismissal cases.

## **ARTICLE VIII: NOMINATION AND ELECTION OF CHAPTER OFFICERS**

**Section 1.** The officers of this chapter shall be President, Vice-President, Secretary, Treasurer, and Historian.

**Section 2.** Officers shall be elected at a regular meeting of the Mill Creek Academy Chapter.

- A. Offices shall be held for one school year.
- B. Students in grade 8 are eligible to hold office.
- C. Election of officers shall be held during the 2nd meeting of the school year.
- D. Any current member can nominate for office another member and the nominee may either accept or reject the nomination.
- E. Any student seeking office shall type a one-page essay to be read aloud to the members at the next meeting describing their leadership skills and how their being an officer will enhance the chapter.

## **ARTICLE IX: OFFICERS' DUTIES AND RESPONSIBILITIES**

**Section 1.** Officers will be elected by a simple majority vote of the members present by paper ballot.

**Section 2.** Duties of the chapter president are to:

- A. Preside at all NJHS meetings
- B. Provide direction of the meetings
- C. Spokesperson for NJHS at official events
- D. Sets the agendas for meetings with assistance from adviser or the executive committee

**Section 3.** Duties of the chapter vice-president:

- A. Serves in the absence of the president
- B. Other duties as directed

**Section 4.** Duties of the chapter secretary:

- A. Maintains records of attendance
- B. Maintains records of proceedings
- C. Attends to clerical duties, i.e. thank you notes, etc.

**Section 5.** Duties of the chapter treasurer:

- A. Maintains records of all financial matters

**Section 6.** Duties of the chapter historian

- A. Maintains records pertaining to the chapter's history

**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 actions 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 Mill Creek 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 in all points not expressly provided for in these by-laws.

**ARTICLE XII: ACTIVITIES**

**Section 1.** The chapter shall be involved in at least one group service project during the school year.

**Section 2.** 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 10 hours of service.

**Section 3.** All members shall regularly participate in these projects.

**Section 4.** 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 5.** Each marking quarter, members shall record the service on a verification sheet. Verification sheets must be turned in by the end of each marking quarter to the chapter adviser.

**ARTICLE XIII: AMMENDMENTS**

*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 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.*

Adopted: 11/30/2019