

# **NATIONAL JUNIOR HONOR SOCIETY DUNCAN MIDDLE SCHOOL**

## ***BYLAWS OF THE DUNCAN MIDDLE SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY***

Revised May 2013

### **ARTICLE I**

#### **Name**

Section 1: The name of this organization shall be the National Junior Honor Society of Duncan Middle School.

### **ARTICLE II**

#### **Selection of Members**

Section 1: To be eligible for new membership, the candidate must be a member of the seventh or eighth class.

Section 2: The candidate must have been in attendance at Duncan Middle School the equivalent of one semester.

Section 3: The candidate must have a cumulative grade point average of 3.70. The seventh grade cumulative GPA will be based on the average of both semesters in the sixth grade. The eighth grade cumulative GPA will be the average of both semesters of the seventh grade.

Section 4: Prospective members must complete the student information form and return it before the stated deadline in order to be considered for membership.

Section 5: The adviser(s) will send a list of those students who meet the scholastic criterion to the Duncan Middle School staff for comments.

Section 6: The adviser(s) issue letters of invitation to students who have met all criteria for scholarship, leadership, service, character, and citizenship.

Section 7: To finalize membership, students must show their acceptance of invitation by completing the induction to be held during the first semester. Advisers may require a fee to be paid before the induction.

### **ARTICLE III**

#### **Probation and Dismissal Procedures**

Section 1: To be in good standing, a member cannot be on probationary status. This includes, but is not limited to, being on probation for GPA, non-attendance, service points, and/or poor character.

- Section 2: A member whose cumulative GPA falls below 3.70 at the end of the semester shall be notified in writing that she/he is being placed on probation for the entire semester immediately following the grading period. During the probation period, she/he is allowed to participate in all chapter activities except to run for office. If the member's cumulative GPA returns to a 3.70 or better at the end of the semester of probation, the probation will be lifted. If the cumulative GPA remains below 3.70 at the end of the semester of probation, the member will be recommended to the adviser(s) for dismissal.
- Section 3: The adviser(s) shall issue probation letters at the end of the first semester to those members who have not attended at least 75% of the monthly meetings. The adviser(s) may dismiss any member who has not corrected the attendance problem between the first semester and the end of the third quarter.
- Section 4: *Each member is required to earn five (5) service points each semester.* The advisor shall issue a probation letter to those members who have not completed the required points by the date required. **First semester points are due by December 1.** Students who do not have their points will be on probation and have until December 15 to complete their points. **Second semester points are due by May 1,** and students who do not have their points will be on probation and have until May 15 to complete their points. Students who do not complete their points by the end of probation will not be recognized during the awards assembly in May.
- Section 5: The adviser(s) may issue a probation letter to any member for failure to fulfill a commitment to a service or project. The adviser(s) may dismiss the member if another failure occurs within the probationary period.
- Section 6: The adviser(s) shall issue a warning to members who have not paid their dues by the stated deadline. The adviser(s) may dismiss any member who has not corrected the dues warning by the end of the first semester.
- Section 7: The adviser(s) may place on probation or dismiss any member whose behavior is considered to be inappropriate or contrary to the National Junior Honor Society standards without a prior warning being given.
- Section 8: The adviser(s) may place an incoming member on probation for one semester. If no further negative information is received, the probation will be lifted. If problems continue the adviser(s) may dismiss the member(s).
- Section 9: The adviser(s), prior to dismissal, shall permit any member and member's parent(s) or guardian(s) the right to a hearing. Additionally, the member will be granted five (5) school days in which to file a written appeal of the adviser(s)'s decision of the principal by following the regular appeals process in place in the school district.

**ARTICLE IV**  
**Chapter Officers**

Section 1: The officers of this chapter may include: President, Vice-President, Secretary and/or Treasurer, Reporter and/or Historian, Parliamentarian, or any other officer deemed necessary to carry out the work of the chapter.

Section 2: Candidates for any office must complete and return an application to the chapter adviser(s) indicating his/her intention to run for an office.

Section 3: Members on probationary status may not run for an office.

Section 4: Elections shall be held at a set meeting by secret ballot; runoffs will be conducted at that meeting or at an appropriate time.

Section 5: Possible duties of the officers are described below:

The office of the **PRESIDENT** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Preside over the NJHS chapter.
2. Preside over meeting of the office of NJHS.
3. Call special meetings of the chapter at large, to call special meetings of the committees or of the officers subject to the approval of the adviser(s) and/or principal.

The office of the **VICE-PRESIDENT** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Preside over the NJHS chapter in the absence of the President.
2. Assume all presidential powers and responsibilities in the absence of the President.
3. Fulfil responsibilities otherwise delegated by the President.
4. To insure the correct functioning of all the committees.
5. To exercise the full powers of a member of the chapter except when assuming the presidency.

The office of **SECRETARY** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Keep a complete record (including minutes) of the chapter's meetings and activities.
2. Record and answer the chapter's correspondence.
3. Keep a complete record of the NJHS members and their attendance
4. Assume presidential duties in the absence of the President and Vice-President. In such a situation, the presiding secretary shall appoint a temporary secretary.
5. Exercise the full power of a member of NJHS unless acting as the President.

The office of **TREASURER** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Keep a complete and accurate record of all financial matters of the NJHS.
2. Be prepared to submit a record of NJHS' finances when asked to do so.
3. Preside over the Budget/Fund Raising committee.
4. Fulfil the responsibilities otherwise delegated by the President.
5. Exercise the full powers of a member of the NJHS.

The office of **REPORTER/HISTORIAN** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Accept full responsibility for community and school publicity of the NJHS activities.
2. Keep an accurate account of NJHS activities.
3. Preside over the Publicity Committee.
4. Fulfil the responsibilities otherwise delegated by the president.
5. Exercise the full powers of a member of the NJHS.

The office of **PARLIAMENTARIAN** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Advise and encourage chapter meetings be conducted in accordance with **ROBERT'S RULES OF ORDER, NEWLY REVISED** in all points not expressly provided for in the constitution.
2. Fulfil the responsibilities otherwise delegated by the president.
3. Exercise the full powers of a member of NJHS.

Section 6: Upon recommendation of the chapter adviser(s) and approval of the Adviser(s), an officer may be removed from office for not fulfilling the duties and responsibilities of the office and/or for having academic problems. The same procedure used to dismiss a member would be followed to remove an officer; however, though removed from officer status the person may still retain chapter membership.

Section 7: Replacement of officers and/or committee heads who have been dismissed for any reason will be at the discretion of the Adviser(s)/adviser/principal.

## **ARTICLE V** **Executive Committee**

Section 1: The Executive Committee shall consist of the Adviser(s) and the officers.

Section 2: The Executive Committee shall have general charge of the meetings and business of NJHS, but any action on the part of the Executive Committee shall be subject to review by the organization.

Section 3: Selection and dismissal procedures are NOT to be governed by the Executive Committee.

Section 4: The President shall act as the chairperson of the Executive Committee.

## ARTICLE VI Meetings

Section 1: Meetings will be held monthly during the school year beginning in September and will be announced on the daily announcements and/or printed in a schedule.

Section 2: Members are required to attend 75% of all meetings. The adviser for recommendations to the Adviser(s) will evaluate special circumstances. Members are to report their reasons for absence to the Faculty Adviser(s).

Section 3: Officers are required to attend 100% of the officer's meeting unless the absence is excused.

Section 4: The President may call special meeting recommended by the Executive Committee and approved by the adviser(s).

Section 5: Those conducting the meetings will be encouraged to do so according to ***ROBERT'S RULES OF ORDER, NEWLY REVISED*** in all points not expressly provided for in the constitution or the chapter bylaws.

## ARTICLE VII Activities

Section 1: To earn service points, chapter members shall participate in service projects each year, which shall be determined by the Executive Committee at the beginning of the year and submitted to the membership.

Section 2: All members shall regularly participate in service projects earning enough service points to maintain good standing.

Section 3: These projects should have the following characteristics:

1. Fulfil a need with the school or community
2. Have the support of the administration
3. Be appropriate and educationally defensible
4. Be well-planned, organized, and executed

Section 4: Service points shall be designated at the beginning of each service activity.

Section 5: Service points will be recorded as they are earned. Each member is to earn **five (5)** service points **each** semester. Two (2) of the points need to be earned from

school sponsored events. Members may volunteer time at any of the following organizations without prior written approval: Gabriel's House locations, Duncan Public Library, Chisholm Trail Heritage Center, Main Street Duncan, Simmons Center, Duncan Toy Shop, and W.T. Foreman House. Members who wish to do community service at any other organization need to submit the request in writing two (2) weeks prior to the date scheduled. The executive committee will review it and the request will be approved or declined. Failure to earn service points could result in dismissal. During that time, the member must earn the remainder of the **five (5)** points in addition to the **five (5)** points required for the probation period. If the member earns the points she/he will be removed from probationary status. In the event the member does not earn the service points, she/he will be recommended to the Adviser(s) for dismissal.

### **ARTICLE VIII** **Membership Dues**

- Section 1: The dues assessed to members of this chapter are set at \$25.00 per school year. Price includes a T-Shirt. Adviser(s) may request they be paid before the induction process.
- Section 2: Dues are to be paid within two (2) weeks of the first meeting of the school year. Members may be subject to dismissal if dues are not paid by the end of the first quarter.
- Section 3: Dues are non-refundable should a member be dismissed for any reason.

### **ARTICLE IX** **Amendments**

- Section 1: These bylaws may be amended by a majority vote of the district advisers.

***National Junior Honor Society  
Duncan Middle School  
Parent and Member Contract***

I have read and understand the bi-laws of the National Junior Honor Society at Duncan Middle School. I agree to abide by these rules, including the responsibilities of members to remain in the club. These include: service points and due dates, meeting attendance, and grade requirements.

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Member's signature

Date

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Parent's signature

Date

***National Junior Honor Society  
Duncan Middle School  
Please include \$25 dues***

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Member's name

Homeroom Teacher

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Address

Student cell phone

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Parent's name

Phone

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E-mail

T-shirt size

Dues and this form are due by the next NJHS Meeting in October.