

Lylburn Downing Middle School

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Dr. Abbott Keesee
Principal

Chapter Bylaws
of the
Lylburn Downing Middle School Chapter
of the
National Junior Honor Society
Adopted: September 22, 2023

ARTICLE I: NAME

The name of this chapter shall be the Chapter of the National Junior Honor Society of Lylburn Downing Middle School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to foster enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship among the students of Lylburn Downing Middle School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See www.njhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter adviser is 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: Nondiscrimination. Our chapter of NJHS 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, sexual orientation, gender, gender identity, or disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty which shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Lylburn Downing Middle School Beta Alumni will be considered Alumni members of NJHS. 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 members of the seventh or eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one quarter at Lylburn Downing Middle School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade average of 87%.
- d. Upon meeting the grade level, enrollment, and minimum cumulative grade standards, candidates shall then be considered for selection based on their service, leadership, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year. Eligible seventh and eighth grade students will be selected after the first quarter 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. The principal will review the list of applicants and will provide discipline records for any candidates with a history of **significant** disciplinary infractions.
- c. All student candidates who are eligible scholastically shall be notified and asked to complete and submit the candidate information form for further consideration.
- d. The NJHS faculty council shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- e. The NJHS faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those student candidates who fully meet the selection criteria for membership. The faculty council evaluates all student applications for membership using a **blind review process**.

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 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 will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one quarter to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Membership dues for this chapter shall be \$20.00. Dues will be payable to the chapter within 14 days of induction. Scholarships will be provided on a need basis, if necessary.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter within 14 days.

Section 4. Each active member of this chapter is required to complete a minimum of 7.5 hours of community service per semester in order to maintain membership in good standing.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be appointed by the faculty advisor at the beginning of each school year. All returning members in good standing with the chapter are eligible to apply for a position as an officer.

Section 3. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 4. The vice president will preside over meetings in the absence of the president. They will also assist the faculty advisor in maintaining a record of members' service hours.

Section 5. The secretary will keep the attendance records for all meetings and events and be responsible for all official correspondence.

Section 6. The treasurer, with the assistance of the faculty advisor, will maintain a record of all chapter expenses, dues payments, and other financial transactions.

Section 7. Officers and the faculty advisor shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to a defined protocol based on *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings. **Two unexcused absences will result in dismissal from the chapter.** Excused absences are defined as illness, court dates, and funerals. Extracurricular activities will be excused with prior notification to the chapter advisor.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more group service projects for each year.

Section 2. All members shall regularly participate in these projects unless prior notification to the chapter advisor has been made.

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 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 and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the defined standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Lylburn Downing Middle School 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 falls below the standard in effect when he/she was selected (87%) he /she will be given a written warning and one quarter for improvement. If the minimum cumulative grade average of 87% remains below standard at the end of the warning period, that student will be subject to further disciplinary action by the faculty council that includes 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 (see Section 5 below). 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 or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) 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. Chapter officers, 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 has the right 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 afterwards according to provisions of the school district discipline policies.

e. A 7th grade member who has been dismissed or has resigned from LDMS NJHS may reapply in their 8th grade year to again be considered for membership in the National Junior Honor Society at Lylburn Downing Middle School.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: 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 XII: AMENDMENTS

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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on —/—/24: Last revised on 8/13/24

Signatures

Chapter Adviser

Principal