



# NATIONAL JUNIOR HONOR SOCIETY

## Bear Branch Junior High

### National Junior Honor Society (NJHS) Constitution

Revised: May 2019

The text below contains the National Constitution under which all NHS chapters operate. The National Council of NHS & NJHS and the NASSP Board of Directors\* have approved this text as the official version of the NHS National Constitution for all chapters. \*NHS is proudly sponsored by the National Association of Secondary School Principals (NASSP).

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#### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization shall be the National Junior Honor Society of Secondary Schools (NJHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of secondary schools.

Section 3. NJHS is a program of the National Association of Secondary School Principals



(NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

## **ARTICLE II: THE NATIONAL COUNCIL**

Section 1. The control of this organization shall be vested in the NASSP Board of Directors

Section 2. There shall be a National Council to advise the NASSP Board of Directors regarding NJHS and its policies and procedures.

Section 3. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, a chapter adviser from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council. The NASSP director of student activities shall be an ex-officio member and shall serve as secretary of the National Council.

Section 4. Members shall be appointed for a term of no more than three years.

Section 5. A simple majority of members shall constitute a quorum of the National Council.

## **ARTICLE III: STATE/REGIONAL ORGANIZATIONS**

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state association of National Junior Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.

Section 3. All state associations shall be affiliated with the National Junior Honor Society.

Section 4. The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5. Bylaws of the state associations must be approved by NASSP and must be consistent with the NJHS Constitution.

## **ARTICLE IV: LOCAL CHAPTERS**

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter.

Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a charter for a local chapter.

Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit (e.g. in a K-12 school) will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society). [See page 26 of the 2005 NJHS Handbook for clarification of this last provision of Section 1.]

Section 2. Each chapter shall pay a chartering fee determined by the NASSP Board of Directors.



Section 3. Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by

### **ARTICLE V: 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 member of the faculty as chapter adviser, 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 receive appeals in cases of non-selection of candidates, and disciplining or dismissal of members.

### **ARTICLE VI: THE CHAPTER ADVISER**

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as a 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 an annual 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, non-voting, sixth member of the Faculty Council.

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

### **ARTICLE VII: FACULTY COUNCIL**

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be a non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (*See commentary on pages 13-15 of the 2005 NJHS Handbook regarding the functions of the Faculty Council.*)

Section 2. The term of the Faculty Council shall be one year. Members may be appointed for consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. 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 this Constitution and NJHS policies.

## **ARTICLE VIII: MEMBERSHIP**

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have a responsibility to continue to demonstrate these qualities.

Section 2. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. An 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.

Section 5. Members who resign or are dismissed are never again eligible for NJHS membership or its benefits. 1

## **ARTICLE IX: SELECTION OF MEMBERS**

Section 1. To be eligible for membership the candidate must be a member of those classes (second semester sixth grade, seventh grade, eighth grade, or ninth grade) designated as eligible in the chapter bylaws. (Ninth graders in a 9-12 school may not be inducted into either NJHS or NHS, nor can that school operate a chapter of NJHS as per these guidelines and those of the National Honor Society.) Candidates must have been in attendance at the school the equivalent of one semester. 2

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. 3

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that 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 NJHS.

Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.



## **ARTICLE X: DISCIPLINE AND DISMISSAL**

Section 1. The Faculty Council in compliance with the rules and regulations of the National Junior Honor Society shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. 4

Section 2. Members who fall below the standards that 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 the law, a member does not 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 pending dismissal, a member shall have a right to a hearing before the Faculty Council. (*Note: This hearing is required and is considered "due process" for all members.*)

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7. NASSP shall hear no appeals in dismissal cases. (*Note: Refer to Article VIII, Section 5 regarding the permanent consequences for members when dismissed.*)

## **ARTICLE XI: CHAPTER OFFICERS**

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Section 2. New officers shall be installed at a special ceremony.

## **ARTICLE XII: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers 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 bylaws. 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. 5



### **ARTICLE XIII: MEETINGS**

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e., weekly, monthly, or bimonthly) shall be designated in the chapter bylaws.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

### **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 project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

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. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. All insignia must be procured from the national office of the National Junior Honor Society, 1904 Association Drive, Reston, VA 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NJHS national office. (See also, Logo Usage Guidelines as found at [www.nhs.us/logo](http://www.nhs.us/logo).)

Section 5. The motto of the National Junior Honor Society shall be *Light Is the Symbol of Truth*.

Section 6. The official colors of the National Junior Honor Society shall be blue and white.

Section 7. The official flower of the National Junior Honor Society shall be the white rose.



## ARTICLE XVI: CHAPTER 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 NASSP 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. (*Note: See the NJHS Handbook and the "Adviser Zone" at [www.njhs.us/bylaws](http://www.njhs.us/bylaws) for additional information regarding the appropriate content of chapter bylaws.*)

## ARTICLE XVII: AMENDMENTS

This Constitution may be amended by the NASSP Board of Directors based on input from the NASSP staff and the NHS & NJHS National Council.

*Notes:* 1. Article VIII, Section 5: Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

2. Article IX, Section 1. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.

3. Article IX, Section 2. Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures.

4. Article X, Section 1. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

5. Article XII, Section 3. This section is generally 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 per the provisions of Article VII, Section 4.

Chapter advisers and school principals can find additional explanations of the provisions of this constitution in the text of the *NJHS Handbook* © 2005, available online at [www.njhs.us/handbook](http://www.njhs.us/handbook) and for purchase from [www.njhs.us/store](http://www.njhs.us/store) or by contacting the NASSP sales office at 866-647-7253.



## **BYLAWS**

### **Chapter National Honor Society Constitution and Bylaws**

#### **Bylaw I. Name**

The name of the organization shall be Bear Branch Junior High Chapter National Junior Honor Society.

#### **Bylaw II. The Organization**

Bear Branch Junior High Chapter National Junior Honor Society is a local chartered in affiliate of the National Honor Society organization.

#### **Bylaw III. Objectives of the Organization**

The objectives of the Bear Branch Junior High Chapter National Junior Honor Society shall be to promote the same objectives of the National organization which is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Bear Branch Junior High School.

#### **Bylaw IV. Membership**

Section 1: Each school year following the completion of the first semester, BBJH students are inducted into the BBJH Chapter of NJHS if they meet the National and Local criteria. To be eligible for active membership in BBJH Chapter National Junior Honor Society a student must

1. Demonstrate a history of:
  - a. Scholarship which includes cumulative 4.0 GPA criteria for admission
  - b. Service to school and community
  - c. Leadership in school and community
  - d. Exemplary character and citizenship
2. Have a desire to maintain and expand a high level of scholarship, service, leadership, character and citizenship.

Section 2: Candidates who meet the minimum criteria will be invited to apply for membership. The membership application will be reviewed by a faculty committee as outlined in the NJHS constitution. The faculty committee will then recommend to the advisor



those candidates who meet the high standards of the NJHS.

Section 3: The Bear Branch Junior High Chapter will follow the selection guidelines for membership as stated in the National Constitution.

Section 4: Membership in the Bear Branch Junior High Chapter of NJHS is a privilege, not an entitlement. The membership selection process acknowledges not only high academic standards of courses and GPA but also service, leadership, character and citizenship. A fair and equitable evaluation of all candidates will be conducted by the BBJH faculty committee and only those candidates who meet the highest standards will be inducted into membership.

Section 5: All candidates for membership who submit a completed application will be given written notice of their membership status at the conclusion of the evaluation process. Late or incomplete complete membership applications will be rejected without committee review.

Section 6: Students invited but not inducted into the Bear Branch Junior High Chapter of NJHS following the first semester, may apply again the next year's cycle if they meet the membership application criteria.

Section 7: Students not inducted will have the due process right to appeal the decision of the faculty membership selection committee within 2 business days of the decision to the Bear Branch Junior High Chapter principal. Appeals must demonstrate a grave error in evaluation of the original application. Only the original application submitted to the selection committee is considered as no new materials may be added to the student's application in dispute under appeal.

Section 8: Retention of Membership: To remain in the Bear Branch Junior High Chapter of National Junior Honor Society, students must maintain the standards of GPA, leadership, service, and character.

a. If a member's cumulative GPA falls below a 4.0 for a semester, the student will be on probation and will have one semester to return the GPA to 4.0. Members failing to regain the 4.0 minimum GPA after a semester of probationary status will forfeit membership.

b. Members are required to turn in documentation of 10 hours of community service per semester.

c. Members may be subject to discipline within the organization, including probation or dismissal for violation of the membership code of conduct and/or for character/citizenship behavior that require school or community (police) consequences to be imposed (suspensions, arrests, etc.)

d. Members on chapter probation are not accorded privileges within the chapter



and are considered inactive.

### **Bylaw V. Privileges of Active Membership**

Members of Bear Branch Junior High Chapter National Junior Honor Society in good standing shall be entitled to vote, hold office, participate in sponsored events and obtain all benefits accorded to honor students.

### **Bylaw VI. Officers**

Section 1: The officers of the Bear Branch Junior High Chapter National Junior Honor Society shall be: President, Vice President, Secretary, Treasurer, and Historian. In addition, a faculty advisor will be appointed by the current Bear Branch Junior High principal.

Section 2: Duties of the officers

A. President:

1. Oversees the entire operation of the chapter.
2. The President serves as the liaison between the advisors and the members.
3. Presides over all meetings and directs the work of the chapter
4. Plans agendas with the advisor.
5. Appoints special committees

B. Vice-President :

1. Assists the President in directing the activities of the chapter.
2. Serve as the presiding officer in the absence of the President.
3. The Vice President will help the President with meetings and will help to keep general order.
4. The Vice President will take member attendance at meetings.
5. Oversees all committee operations and approves committee reports prior to meetings.
6. Performs other assigned duties that might pertain to the office

C. Secretary:

1. Keeps and distributes minutes of all meetings. Responsible for typing up the minutes of each meeting, submitting them to advisors for approval, and then distributing a copy of the minutes to each member.
2. Receives, reports, and replies for chapter correspondence. Secretary will create press releases and news bulletins for NJHS functions, fundraisers, and activities.



Secretary will oversee the creation of posters for NJHS functions, fundraisers, and activities. Responsible for written correspondence to and from the chapter, such as thank you letters to thank people that help, volunteer, or donate time, money, or items to NJHS activities.

3. Produces and distributes meeting agendas.
4. Serves as the media contact for the chapter. Responsible for checking with the advisors at the beginning of each week to see if there are any morning announcements that need to be made for that week. The Secretary shall write up morning announcements and give them to the advisors for approval.

D. Treasurer:

1. Reports to chapter regarding financial status.
2. Develops and submits an annual budget with guidance from faculty advisor
3. Performs other assigned duties that might pertain to the office

E. Historian:

1. The Historian is responsible for memorializing and promoting NJHS ideals, activities, fundraisers, and functions.
2. The Historian takes pictures of events, meetings, and functions, then will upload the pictures taken onto the Chapter Adviser's computer.
3. Responsible for maintaining and updating bulletin boards with current events, pictures, announcements, meeting minutes, etc.
4. Assist the secretary in overseeing the creation of posters for NJHS functions, fundraisers, and activities.

F. Advisors: A faculty member serves as the advisor to guide and direct the operations of the chapter along with the officers. Chapter advisors are appointed by the principal.

**BYLAW VII: Qualifications of Chapter Officers**

Each chapter officer must:

1. Be a full time BBJH Student.
2. Have paid their annual NJHS Chapter dues.
3. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (behavior or attendance).
4. Be responsible for all work missed while gone from class on Chapter business.



5. Be an exemplary good citizen in and out of school.

### **BYLAW VIII: - Term of office**

The term of office shall be one year commencing in September and ending the following May.

### **Bylaw VIII. Procedures for Election of Officers**

The Chapter will conduct elections during the first grading period for current year's officers.

Officers will be elected upon three criteria:

1. Essay/Questionnaire
2. Speech
3. Popular Vote

### **Bylaw IX. Meetings**

**Section 1:** Meetings of Bear Branch Junior High Chapter National Junior Honor Society shall be held as needed and will be announced at least one day in advance. At a minimum 1 meeting per semester will be held. All meetings shall be pre-approved by the advisor.

**Section 2:** In order to conduct official business a quorum of members must be present. The definition of a quorum for Bear Branch Junior High Chapter National Junior Honor Society shall be one-half the current active membership roster plus 1. In absence of a general class quorum and in regards of items of an urgent nature a quorum of chapter officers shall have the power to conduct official business with the approval of the main class advisor.

### **Bylaw IX. Committees**

The president of the Bear Branch Junior High Chapter National Junior Honor Society shall appoint all standing and special committees and their chairs. Committees are given the power to act for the organization. The Vice President shall oversee the operations of all committees. Committees are to report their activities at the next regularly scheduled meeting.

### **Bylaw X. Dues**

The current annual membership dues of Bear Branch Junior High Chapter National Junior Honor Society are \$20.00 per year. The membership year of the Bear Branch Junior High Chapter National Junior Honor Society shall be from September 1 to August 31.



## **Bylaw XI. Activities**

The Chapter will attempt to promote and sponsor at least 1 activity per year that promotes scholarship/academic achievement, service, leadership and/or citizenship.

## **Amendments**

Proposed amendments to the Bear Branch Junior High Chapter National Junior Honor Society Constitution and Bylaws may be submitted by members no later than March 1. An amendment to the Constitution and Bylaws shall require a 2/3<sup>rd</sup>'s majority vote of the Class.