**Armando Chapa Middle School**

Chapter Bylaws

of the

**Armando Chapa Middle School**

Chapter

of the

National Junior Honor Society

Adopted: March 9, 2016

**ARTICLE I: NAME**

The name of this chapter shall be the **Armando Chapa Middle School**

Chapter of the National Junior Honor Society

**ARTICLE II: PURPOSE**

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 Armando Chapa 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](http://www.njhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: 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, gender, and 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 and 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. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

1. Candidates eligible for selection to this chapter must be in the second semester of sixth grade or members of the seventh, or eighth grade.
2. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Chapa Middle School or already have been inducted at their previous school.
3. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 93 or higher.
4. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered 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 during the second semester of the school year.

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

1. Students’ academic records shall be reviewed to determine scholastic eligibility.
2. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
3. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
4. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

**Criteria for Membership Possible Points**

Leadership (involvement in clubs, 5

UIL events, sports, etc…)

Service (minimum of 20 hours 5

Community service)

Character: 5

(based on teacher evaluations)

Scholarship (GPA 93) 5

**Total Possible points** 20

**A total of 16 points is needed for selection.**

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 semester 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. Annual dues for this chapter shall be $15 per member. Dues will be payable to the chapter within 30 days of induction the induction ceremony.

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.

Section 4: All members are required to complete a minimum of 20 volunteer hours (t-shirt included).

Section 5: Members are expected to attend chapter meetings regularly. Missing more than 25% of chapter meetings will result in extra service hours or other requirements to meet standards. Please see the advisor for time management strategies if you struggle in this area.

Section 6: Members required to maintain the same level of performance in all four criteria that led to their selection. Not maintaining these standards may place a member in danger of dismissal.

Section 7: Grades are reviewed at the end of each semester. Members whose average fall below 93 are placed on academic probation for the next grading period. Members are expected to regain their standing during this period. Members failing to regain the scholastic requirements may be dismissed from membership.

Section 8: Members are also required to participate in one chapter service project and complete 20 hours of additional **individual** service in areas that reflect their particular interests or talents per school year. Records regarding service are checked by May1st. Members not fulfilling service requirements at that time are notified and expected to comply by the last day of school. Those members who fail to meet this deadline will not be allowed to take part in the year end celebration.

Section 9: Students are also expected to maintain high levels of character and integrity.

Section 10: Written notice will be given to a member regarding deficiencies. Failure to correct deficiencies in any of the four areas of selection criteria may result in disciplinary measures, probation, and/or dismissal from membership. In case of impending dismissal, a member has the right to a hearing before the Faculty Council. Students or parents having questions regarding the NJHS selection process or membership requirements are encouraged to contact the chapter adviser, Mrs. Therese Prindible, M. Ed. at [prindiblet@g.hayscisd.net](mailto:prindiblet@g.hayscisd.net). It is strongly suggested that parents and/or students join CMSNJHS Remind app using the code @chapanjhs. Additionally, please join the NJHS Classroom via Google Classrooms to keep up to date, have access to meeting minutes, turn in and access hour, sheets and much more.

**ARTICLE VII: OFFICERS**

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

1. 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.
2. It shall be the duty of the **vice president** shall preside in the absence of the president and shall also keep a record of members’ contributions to leadership and service.
3. It shall be the duty of the **secretary** shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
4. It shall be the duty of the **treasurer** shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
5. It shall be the duty of the **reporter/historian** shall report news of chapter proceedings and projects to the school and community newspapers and take pictures and update the chapter scrapbook, webpage, and yearbook.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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.

Section 4. Officers and the faculty adviser(s) 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.

Section 5. Officers may be disciplined or dismissed from their office for not performing the duties of the office or maintaining the NJHS standards. If a vacancy occurs, the Faculty Council will convene to discuss possible solutions.

**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 *Robert’s Rules of Order.*

Section 3. Members are expected to attend all chapter meetings.

**ARTICLE IX: ACTIVITIES**

Section 1. The chapter shall determine one community and one world 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; 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 standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Armando Chapa 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 93, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further

disciplinary action by the faculty council that may include 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:

1. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
2. 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.
3. 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.
4. The faculty council’s decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
5. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

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 two-thirds affirmative vote of all active members of the chapter, 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 V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on January 12, 2016

**Signatures**

Chapter President

Secretary

Adviser

Principal.