

## Constitution for the Sister Maura Clarke Chapter of the National Junior Honor Society

### ***Article I: Name and Purpose***

**Section 1.** The name of this organization shall be the Sister Maura Clarke National Junior Honor Society

**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 St. Francis de Sales Catholic Academy

**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 NASSP Student Leadership Advisory Committee***

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

**Section 2.** There shall be a national advisory committee to advise the NASSP staff and Board of Directors regarding NJHS and its policies and procedures.

**Section 3.** The Student Leadership Advisory Committee shall consist of 14 members appointed by the Board of Directors of NASSP, as follows:

- 6 high school student members (3 NHS, 3 NASC member schools)
- 2 middle level student members (1 representing the school of the middle level adviser-at-large and 1 from the NJHS principal-at-large)
- 2 high school advisers-at-large (1 NHS, 1 NASC member school)
- 1 middle level adviser-at-large (1 NJHS or 1 middle level NASC member school)
- 3 practicing principals-at-large (NASSP members: 1 NHS school, 1 NJHS school, 1 NASC school) The executive director of NASSP shall be an ex officio member of the Student Leadership Advisory Committee.

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

***Article III: State 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 nonselection 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.** Nonpublic middle schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a local chapter.

**Section 2.** Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

**Section 3.** The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty (20) 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.

***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. Co-advisers may be appointed where necessary.

**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 the 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 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 complete the annual survey and submit it 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 and shall facilitate all meetings of the 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: The Faculty Council***

**Section 1.** The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, non-voting, sixth member of the Faculty Council. 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 Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, 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 and Eligibility***

**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, Citizenship and Catholic Identity.

**Section 2:** St. Francis de Sales Catholic Academy is a duly chartered chapter of the prestigious national organization, the National Junior Honor Society. Membership is open to students who meet the required standards in five areas of evaluation, established by the N.J.H.S. national office. Students are selected to be members by the Faculty Council and appointed by the principal, who bestows this honor upon the students each winter.

- 6th and 7th Grade Candidates eligible for selection to the chapter shall have a cumulative GPA 92 (out of 100) over the course of an academic year, with no grade lower than an 85. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- Have satisfactory overall grades (3 or above) in their special classes.
- Have satisfactory grades (3 or above) in conduct, effort, and complying with school policies

If a student meets these criteria, they are invited to join the National Junior Honor Society.

Students are expected to demonstrate good citizenship and be of excellent character, which deals with responsibility, compassion, honesty, self-discipline, fairness, trustworthiness, integrity, perseverance, respect, cooperation, courtesy, work ethic, modesty, and tolerance. School disciplinary records will be reviewed.

Once the Faculty Council reviews Student Activity Information Forms, candidates for membership are chosen. Candidates are inducted in a candlelight ceremony.

- To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one year at St. Francis de Sales Catholic Academy. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- Upon meeting the grade level, attendance, and GPA standards requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

### ***Article IX: Selection of Members***

**Section 1:** The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

**Section 2:** Prior to selection, the following shall occur:

- Students' academic records shall be reviewed to determine scholastic eligibility.
- Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form for further consideration for selection.
- The faculty council will evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- The Faculty Council shall review the Candidate Form and faculty

evaluations in order to determine membership.

**Section 3:** The selection of new active members shall be held once a year at the end of each academic year.

**Section 4:** Candidates become members when inducted at a special ceremony.

**Section 5:** Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership. Following the induction ceremony, the member will be assigned a Faculty Council monitor that will track member progress throughout the length of membership.

**Section 6:** An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

**Section 7:** 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 (if applicable) and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

### ***Article X: Discipline and Dismissal***

**Section 1:** Any member who falls below the standards of scholarship, leadership, character, citizenship or service may be considered for dismissal from the Sister Maura Clarke chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

**Section 2:** If a member's cumulative GPA falls below a 90 (with no grade lower than an 85 and Special Subjects/Conduct/Effort/Complying with School Policies all being a 3 or above) the member will be given a written warning. Over the course of the report periods, the member's GPA must

maintain a 90 (with no grade lower than an 85 and Special Subjects/Conduct/Effort/Complying with School Policies all being a 3 or above). As long as this level of academics is maintained, the member will be considered to be “showing improvement” and will remain a member; however, if the member does not show academic improvement and/or does not attend to their improvement plan set up by their advisor(s) by the end of the subsequent trimester, the student will be referred to the faculty council for determination of dismissal.

**Section 3:** If a member fails to perform any of the published obligations of membership he or she will be given a written warning, an improvement plan, and a time period for improvement . If the obligation remains unmet at the end of the warning period, the student will be subject to disciplinary action by the Faculty Council, which may include dismissal from the chapter.

**Section 4:** Violation of school regulations can result in dismissal of a member. These violations include, but are not limited to; bullying, disrespect of a staff member, stealing; destruction of property; cheating; plagiarism, truancy, or any suspension.

**Section 5:** Offenders of the school conduct code will receive written warning notification from their advisor(s). A conference may be requested by any party (Faculty Council, student, or parent). Warnings are given for the following offenses: three (3) demerits over the course of any school year; one (1) unexplained missed NJHS meeting over the course of a school year; one score of two (2) or lower in conduct or effort, by any teacher, on a report card. One (1) instance of plagiarism If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 6:** In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member, monitor, and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school

- rules or the law can warrant disciplinary action without a written warning although a meeting must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him or her at the meeting before the Faculty Council, advisors, and/or administration prior to the vote on dismissal. 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 reviewed by the principal and then, if confirmed, expressed in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
  - d. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Junior Honor Society. A student may apply thereafter to the National Honor Society at their respective high school.

**Section 7:** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

### ***Article XI: Officers***

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

**Section 2:** Student officers shall be appointed after the completion of an application process before the end of the last semester of the school year. All active members are eligible to apply for a position as an officer at the end of the seventh grade.

**Section 3:** The following duties should reflect the responsibilities developed for officers in the local chapter:

**Section 4:** It shall be the duty of the president to preside at the meetings for this chapter.



**Section 5:** The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

**Section 6:** The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

**Section 7:** The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.

**Section 8:** Any written warnings received by an officer will result in a possible loss of duty based on a review by the faculty council (see section X above).

### ***Article XII: Executive Committee***

**Section 1:** The executive committee shall consist of the faculty adviser and the chapter officers.

**Section 2:** The executive committee shall 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 XIII: Meetings***

**Section 1:** Meetings of this chapter shall be monthly on days/dates selected by the Adviser.

**Section 2:** All chapter members are expected to attend all mandatory meetings and events, regularly scheduled or otherwise. Two (2) missed meetings during the course of a school year will result in a written warning. In the case of an impending absence the member is responsible for completing and submitting an absentee form to their advisor(s) 24 hours prior to the scheduled NJHS meeting in the case of an appointment, travel plans, and otherwise scheduled events or 24 hours after an unexpected absence including illness or family emergencies.

## ***Article XIV: Activities***

**Section 1:** The chapter shall determine one or more service projects for each trimester.

**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 completing five (5) individual service hours. This individual service project does not qualify for St. Vincent de Paul service hours.

**Section 5:** The chapter shall publicize its projects in a positive manner.

## ***Article XV: Dues***

**Section 1:** Annual dues for this chapter shall be twenty dollars for the year.

**Section 2:** Dues will be payable to the chapter adviser within 30 days of induction. Records of payment are to be kept by the treasurer.

## ***Article XVI: Powers***

**Section 1:** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 2:** The principal shall reserve the right to approve all activities and decisions of the chapter.

**Section 3:** These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## ***Article XVII: Amendments***

**Section 1:** 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

**Section 2:** Bylaws and amendments must be consistent with the constitution of the National Honor Society.