

**National Junior Honor Society Bylaws**  
**Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School**

**Article I: Name and Purpose**

**Section 1**

The name of this chapter shall be the Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School.

**Section 2**

The purpose of this chapter 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 Pearl R. Miller Middle School.

**Section 3**

This chapter operates under the direction of, and in full compliance with, the National Constitution of the National Junior Honor Society and the governing body of the National Association of Secondary School Principals (NASSP).

**Article II: 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 disciplining or dismissal of members.

**Article III: 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**

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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, non-voting, 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 IV: 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 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 the national guidelines.

**Article V: Membership**

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**Section 1**

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

These qualities are defined in these bylaws as follows:

- **Scholarship:** Students must maintain a cumulative Grade Point Average (GPA) of 93.0%.
- **Character:** The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Service:** This involves voluntary contributions made by a student to the school or community, done without compensation. Beginning, September 2020, students will be required to do a minimum of 10 hours.
- **Citizenship:** The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities that may include scouting, community organizations, or school clubs.

**Section 2**

The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or other adults in recognition of outstanding service rendered to the school community in keeping with the purpose 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**

A National Junior Honor Society 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 membership in the National Junior Honor Society or its benefits. Resignation or dismissal has no bearing on membership for the National Honor Society (NHS) at the high school level.

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**Article VI: Selection of Members**

**Section 1**

To be eligible for membership the candidate must be a seventh or eighth grade student at Pearl R. Miller Middle School. Candidates must have been in attendance at PRM the equivalent of at least one semester.

**Section 2**

Selection of members will take place each year during the second marking period. Candidates who have a cumulative grade point average of 93.00 across all subject areas will be invited to apply. Eligible candidates will then be evaluated on the basis of service, leadership, character, and citizenship.

- a. For seventh grade students, grades will be calculated based on the prior year's grades and the first marking period of seventh grade.
- b. For 8th grade students, grades will be calculated based on the prior two years' grades and the first marking period of eighth grade (applicable to students in their initial induction year only).
- c. After the initial induction year, students will be required to maintain an average of 93.00. A student who does not maintain this standard will be placed on probation, and will have one marking period to raise his/her grade to the 93.00 standard.

**Section 3**

Prior to selection, the following shall occur:

- a. Students' academic and discipline records shall be reviewed to determine academic eligibility.
- b. All students who are eligible scholastically (candidates) shall be notified and asked to complete and submit the candidate information form for further consideration for selection. The form will be sent to members from the chapter advisor, and will include a due date. The form must be returned to the chapter adviser by 3:00 PM on the due date in order for the student to remain eligible for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The Faculty Council shall review the candidate information forms, faculty input, and other relevant information to determine membership within ten days of the application due date.

**Section 4**

The selection of each member to the chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members appointed by the principal. The chapter adviser(s) shall be the sixth non-voting, ex-officio member 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. Students will be notified of the acceptance decision within

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approximately fourteen days of the due date for the application. For the 2019-2020 and 2020-2021 school years, probationary membership may be awarded to students who have disciplinary infractions prior to the time that the students and community were made aware of the establishment of the Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School if those disciplinary infractions would otherwise have led to the termination of their candidacy.

**Section 5**

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 6**

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

**Article VII: Nomination and Election of Officers**

**Section 1**

The officers of this chapter shall be five or six board members depending on nominations and election results.

**Section 2**

Board members shall be elected at a regular meeting of the Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School. Time, methods, and procedures for the nomination of officers will be determined at the beginning of each school year by the chapter adviser and Faculty Council.

**Article VIII: Board Members' Duties and Responsibilities**

**Section 1**

The president of the board will preside at meetings and provide direction.

**Section 2**

The vice president of the board serves in the absence of the president, and takes on other duties as directed.

**Section 3**

One board member will serve as secretary, and will record attendance and proceedings, as well as other clerical duties as necessary.

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**Section 4**

One board member will keep records of all financial matters.

**Article IX: 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.

**Article X: Meetings**

**Section 1**

The Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School shall meet monthly.

**Section 2**

Special meetings approved by the executive committee may be called by the chapter adviser.

**Section 3**

Meetings shall be conducted according to Robert's Rules of Order in all points not expressly provided for in these bylaws.

**Article XI: Activities**

**Section 1**

The Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School shall participate in at least one service project each year. All members are expected to participate in this project.

**Section 2**

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This project 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 3**

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. The individual service project must consist of no fewer than ten hours of service.

**Section 4**

Each member will be required to document his/her service project in a manner determined by the faculty adviser.

**Article XII: Dismissal**

**Section 1**

The procedure of dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure shall be available to interested parties. Acceptance into the Kinnelon Chapter of the National Junior Honor Society at Pearl R. Miller Middle School is based upon the entirety of each prospective member's academic and behavioral school record in his/her time at PRM. Membership is contingent upon continued academic success, as well as leadership, service, character, and citizenship in the school building and community. In accordance with the NJHS constitution, all members must display impeccable behavior in all facets. These include, but are not limited to, the classroom, cafeteria, hallways, locker room, bus, and extracurricular activities (as a participant and spectator). Additional criteria include attendance and punctuality. Any violation in these areas will lead to a probationary period and/or potential removal from the NJHS depending on severity of infraction. Severe infractions, including suspension and confirmed HIB allegations, may lead to immediate removal from NJHS. Situations requiring probation will lead to a probationary period of 90 days, after which time the student's membership will be reassessed by the faculty council.

**Section 2**

Members who fall below the standards which 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 civil laws. A member does not necessarily have to be warned. A student will be placed on probation if:

- a. His/her cumulative weighted GPA falls below a 93.00%
- b. The student does not complete and submit verified community service hours by the dates provided.

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- c. The student is found to have committed an act of Harassment, Intimidation, or Bullying (HIB).
- d. The student is found guilty of violating state or federal law.

Any student placed on probation who does not remedy the situation within the stated time will be notified of the committee's decision for removal from the NJHS.

**Section 3**

The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4**

In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the Faculty Council.

**Section 5**

A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

**Section 6**

The National Council and the NASSP shall hear no appeals in dismissal cases.

**Article XIII: Amendments**

These By-Laws will be reviewed annually by the Chapter Members. The bylaws must be consistent with the National Junior Honor Society Constitution and Handbook. Any recommended change must be approved by the Faculty Council and the principal. Upon approval of the recommended change, it will be reviewed and put to a vote by the membership. Two-thirds vote will establish a change. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed.