



Eden Middle School

National Junior Honor Society®

Chapter By-Laws

(September 2023)

Table of Contents

What is National Junior Honor Society?	3
History of the National Junior Honor Society	3
Who is Eligible?	4
Eden Middle School Selection Process	5-9
Step One: GPA	5
Step Two: Paperwork	5
Step Three: Faculty Survey	6
Membership Criteria	7-8
Step Four: Faculty Council & Appointment	9
Advisor Role in Selection	10
Student Officers	10
Meetings	11
Service Projects	11
Discipline & Dismissal	12

What is the National Junior Honor Society?

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. It is important to understand that chapter membership not only recognizes students for their past accomplishments, but also challenges them to develop further through active involvement in school activities and community service.

Membership is "an honor bestowed upon a select group of students by the faculty council..." in accordance with the National Junior Honor Society Constitution, and *is not* a right accorded to the academically eligible student. Membership is granted by a vote of a faculty council, appointed by the principal, representing the faculty as a whole. Admission into the National Junior Honor Society is an award from the Eden Middle School faculty and, as any award, is a privilege and not a right of any student.

History of the National Junior Honor Society

The National Association of Secondary School Principals (NASSP) officially established NJHS in 1929, eight years after it founded the National Honor Society for high school students.

The first chapter was established in the lower grades of the Webster Groves High School in Missouri. The first charter to a junior high school was granted to Clarinda Junior High School in Iowa. Equipped with a constitution, an emblem and motto, and a group of dedicated principals as coordinators, the new NJHS organization quickly developed into one of the country's leading educational groups.

Five main purposes have guided chapters of NJHS from the beginning: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; to encourage responsible citizenship; and to develop character in the students of secondary schools. These purposes also translate into the criteria used for membership selection in each local chapter.

® "NJHS" and the name "National Junior Honor Society" along with the program logos, emblems, names, and abbreviations are registered trademarks of NASSP, protected by federal regulations, and may not be copied or used without specific written permission from NASSP.

One principle of the National Junior Honor Society has guided its existence since its inception, and continues as its mission today: “To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students of secondary schools” (from the NJHS constitution). These purposes also translate in the criteria used for membership selection in each local chapter.

Who is Eligible?

Seventh graders who are enrolled as full-time students at Eden Middle School are eligible for consideration as members. In order to be academically eligible, a student must have a middle school cumulative grade point average of 95.0 or higher. This cumulative average would include all of sixth grade and the first semester of seventh. Grade point averages are figured based on the student's performance from the start of the seventh grade year. Grade point averages are not rounded up. In order to be eligible, the student must have attended Eden Middle School for a minimum of two semesters. “Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.”

Eden Middle School Selection Process

The Eden Middle School chapter of the National Junior Honor Society has developed its selection procedure to comply with national standards and guidelines. However, the selection procedure used at Eden Middle School may vary slightly from that of other schools, as national guidelines allow each chapter to modify its selection process to meet local needs. NJHS is more than just an honor roll. The Eden Middle School National Junior Honor Society chapter establishes rules for selection for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built. "Once selected, members have the responsibility to continue to demonstrate these qualities."

There are Four Steps in the Selection Process

Step One: In the early spring of each school year, the chapter adviser confirms grade point averages with the guidance office and compiles a list of those students who meet or exceed the grade point average requirement of at least a 95.0 with no rounding. The guidance office and administration confirm the eligibility list.

Step Two: Academically eligible students in good standing will be notified of their eligibility to apply, and will be given an NJHS packet which includes information for those students who wish to continue the selection process. Included in the packet are: selection process details, member obligations, a checklist with details about the steps to be taken to complete their application and all deadlines, an orientation acknowledgement form, a teacher recommendation form, a conduct verification form, and a Candidate Information packet with essay requirements. For further consideration in the selection process, eligible students must give the teacher recommendation form to a current or former teacher (6th-7th grade) and the conduct verification form to the main office in a timely manner before the given deadline, as well as return the Candidate Information Sheet, essay, and orientation signature page to the advisor by the given deadline. All parts of the application must be submitted by the given deadline in order to be considered for selection into the society. Receiving the NJHS Packet is in no way an indication or guarantee of future selection.

Step Three: A faculty survey is conducted and each potential member is evaluated in the areas of leadership, service, and character. Faculty members will rate the students according to the following scale. If the faculty member is unable to rate a student in a particular category, this will be indicated by N/A.

(4) Indicates that the student is outstanding in that category and to be definitely considered

(3) Indicates that the student is average in that category and to be considered

(2) Indicates that the student is lacking in that category and to be considered with reservation

(1) Indicates that the student is lacking in that category and not to be considered.

Please Note the Following:

There is availability for faculty to leave comments for each candidate.

Candidates are compared with the entire student body, not with other candidates on the list.

Membership Criteria

According to national guidelines, students are selected for membership based on four criteria: scholarship, leadership, service, and character. Selection takes into account a candidates' grade point average, involvement in school and community activities, leadership positions held, classroom behavior and evaluations from the entire middle school faculty. Decisions and actions made during sixth and seventh grade will influence your consideration for membership. Again, selection for membership in the National Junior Honor Society is an award from the faculty and is similar to any other scholarship or award in that it is a privilege and not a right of any student.

Please note that the Selection Criteria is based on performance inside and outside the classroom and is outlined below.

A. Scholarship

- Students must have a cumulative academic average of at least a 95.0 with no rounding.

B. Leadership: The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and asking questions
- Demonstrates initiative in promoting activities
- Exercises positive influence on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

C. Service: The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties. A minimum of three different service projects must be completed before being inducted and these must have been performed after entering high school.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students.

D. Character: The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention in the classroom and actively participates.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

E. Citizenship: The student of character:

- Understands the importance of civic engagement and responsibility
- Has a high regard for freedom and justice
- Demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs/activities

Step Four: Eden Middle School Faculty Council

The NJHS Faculty Council shall consist of five voting faculty members appointed annually by the middle school principal. Faculty Council members may serve more than one term. The chapter adviser(s) shall be ex-officio, non-voting member(s) of the Faculty Council, will provide information from the prospective members and faculty, and strive to keep the process fair and consistent. No principal or assistant principal shall serve as a member of the Faculty Council or attend the selection meeting as per the National Constitution. Decisions of the Faculty Council are final. The National Constitution has no appeal for non-selection.

The Faculty Council is charged with final decisions regarding selection and non-selection of students for membership into the National Junior Honor Society. Additionally, the Faculty Council determines the grade point average needed for selection, and reviews the policies and procedures of the chapter each school year. The NJHS Faculty Council will review, make changes as needed, and vote to accept the By-Laws of the Eden Chapter each year.

The names of Faculty Council members will remain anonymous and will not be shared with any staff or faculty member, student, or parent. In addition, in order to maintain its anonymity, the Faculty Council has appointed the chapter advisers to represent it in matters of discipline of members.

National guidelines prohibit any type of quota system for selection. There is no set number or percent of students who will be selected each year. Final decisions as to selection and non-selection are the determination of the NJHS Faculty Council (with input from the information gathered from each candidate as well as input from the high school faculty). A majority vote of the Faculty Council is necessary for selection. The advisor(s) and principal have no vote. Decisions of the Faculty Council are final, as per the National Constitution.

According to national guidelines, "Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society." It is the practice of the Eden Middle School chapter that all information used by the adviser(s) and Faculty Council during the selection process will remain confidential. However, the adviser will give general information to the parents and students concerning the reason(s) for selection or non-selection.

Those students who are selected for membership will be notified by mail with an invitation to the induction ceremony. Those students who are selected for membership are required to attend an informational meeting that provides them with information about the induction ceremony and obligations that accompany membership. Attendance at the induction ceremony is required to become a member. Non-selected students are also notified by mail.

The Chapter Advisers in the Selection Process

It is important for all prospective members, current members, and their parents to know that the chapter adviser(s) does not determine membership in the chapter and does not have a vote in the meeting at which members are selected. The role of the adviser(s) during the selection process is solely to collect and assemble information to be presented to the Faculty Council and to ensure a fair and consistent process. The chapter advisers can, however, participate in the process by completing Faculty Recommendation Forms and evaluating candidates with the remainder of the faculty. The adviser(s) also acts as liaison between faculty, administration, members, and community. The chapter adviser(s) shall regularly review each member for compliance with NJHS standards and obligations.

Student Officers

The student officers of the chapter shall be president, vice president, secretary, treasurer, and public relations. The officers will be elected at the last meeting of each school year. All members in good standing with the chapter are eligible to run for an officer position. Voting for officers will be a secret ballot, and the majority vote shall be necessary to elect any officer. If the first vote results in a tie, a second vote shall be taken.

1. President - The duty of the president is to preside at the chapter meetings, and serve as the official representative of the chapter at school and community functions.
2. Vice President - 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. Secretary - The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
4. Treasurer - The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
5. Public Relations - The public relations officer shall be responsible for promoting club activities and fundraisers.

Meetings

Meetings for this chapter will be held regularly throughout the school year. This chapter shall conduct its meetings according to *Robert's Rules of Order*. Members are expected to attend all chapter meetings. If meeting conflicts arise, students will need to make the advisers aware of an absence prior to the meeting.

*Members that miss meetings or do not clear their absence with an advisor are subject to disciplinary action by the faculty council.

Service Projects

The chapter shall determine one or more service projects for each year. All members should regularly participate in these service projects. 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. Each member shall have the responsibility for choosing and participating in independent community service which reflects his or her particular talents and interests and as approved by the chapter adviser(s). This is *in addition* to the chapter projects to which all members contribute.

Discipline and Dismissal of Members

Any member who falls below the standards of scholarship, leadership, character, or citizenship may be considered for discipline or dismissal from the Eden Middle School chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain their academic standing and take an active role in service and leadership to their school and community.

If a member's cumulative grade point average falls below 95.0, they will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below 95.0 at the end of the warning period, the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. 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. Offenders of the school conduct code (such as profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive a 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 core, the member may be considered for dismissal. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

In all cases pending dismissal:

1. The member will receive written notification from the adviser(s)/faculty council indicating the reason for consideration of dismissal.
2. The member has the right to respond to the charge(s) against them at a hearing before the faculty council prior to any vote on dismissal. The member has the opportunity to present their 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.
4. The faculty council's decision may be appealed to the building principal and afterwards according to the 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.