



Chapter Bylaws
of the
St. Thomas Aquinas Catholic School Chapter
of the
National Junior Honor Society

ARTICLE I: NAME

The name of this chapter shall be the St. Thomas Aquinas Catholic School Chapter of the National Junior Honor Society of St. Thomas Aquinas Catholic School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to generate a high regard for citizenship, and to encourage the development of character in the students of St. Thomas Aquinas Catholic School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4. 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.

Section 5. These by-laws are designed to amplify provisions of the National Constitution and cannot contradict any component thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

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 members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates may be considered for membership in this chapter in June of their sixth and seventh grade years.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to at least one semester at St. Thomas Aquinas Catholic School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average **95.5%** in the six core subjects (Religion, English, Literature, Math, Social Studies, and Science) while in attendance at St. Thomas Aquinas. The GPA will be determined by the faculty adviser utilizing grades extracted from the most recent four quarters. The advisor will use grades as reported on the official report card. The minimum GPA of **95.5%** must be maintained for the school year immediately prior to the Induction Ceremony.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship. Students who meet the basic requirements of grade level, enrollment, and GPA standards will receive an invitation to complete the candidate information form for further consideration by the faculty council.

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 last semester of the school year.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Interested students shall complete and submit the candidate information form for further consideration.
- c. The faculty council shall be requested to evaluate candidates using the official input form provided by the chapter adviser. Each candidates teachers will be requested to complete a

recommendation for the candidate. **Having two or more teachers choose the Do Not Recommend option for the students can be cause for the denial of admission.**

d. The faculty council shall review the candidate's report card, information form, faculty input, and other relevant information **which will include behavior and attendance information** to determine those who fully meet the selection criteria for membership. The information presented to the faculty council will be done in such a way that the faculty council will be unaware of the student's name or other identifying information.

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.

Section 6. 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 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 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 \$15.00. Dues will be payable to the chapter within 30 days of induction.

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 t-shirt adopted by the St. Thomas Aquinas Catholic School National Junior Honor Society.

Section 3. Each member of this chapter is expected to complete the required service hours for the appropriate grade level and submit the completed service hour information by the required due dates as announced at the beginning of each school year. **This service hour verification MAY NOT be signed by a relative. An unrelated adult must sign off as the supervisor.**

Section 4. Each member of this chapter is expected to maintain acceptable attendance at school by arriving on time and limiting unnecessary absences. **NJHS members will have no more than 8 absences per school year (2 per quarter) and/or no more than 5 class absences each quarter. Exceptions to this policy will be made on a case by case basis by the Faculty Council and school administration.**

ARTICLE VII: OFFICERS

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

Section 2. Student officers shall be elected during May of each school year. All members in good standing with the chapter are eligible to run for a position as an officer. Officers are to be self-nominated.

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. All active members are eligible to vote in the election of the officers.

Section 4. 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.

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 and attendance records for meetings and be responsible for all official correspondence.

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

Section 8. The publicist shall be responsible for promoting meetings and ensuring all members are aware of the service opportunities.

Section 9. The parliamentarian shall be responsible for helping all other officers whenever needed.

Section 8. 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.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be determined at the beginning of the school year, published, and issued to all members.

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.

Section 4. Members are expected to be punctual to meetings.

Section 5. Absences from regularly scheduled meetings shall be categorized as excused and unexcused. An excused absence may be granted for valid reason. Members who accrue two unexcused absences during a given academic year shall constitute a written warning and they may be subject to further disciplinary actions as defined in Article X.

ARTICLE IX: ACTIVITIES

Section 1. The 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; and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in individual service projects which reflect his or her talents and interests to earn service hours by completing a minimum of 10 hours earned through an NJHS sponsored activity.

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 St. Thomas Aquinas Catholic School 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 (95.5%), he /she will be given a written warning and one grading 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 includes consideration of dismissal from the chapter.

Section 3. If a member's behavior or effort falls below a satisfactory level as indicated by an "NI" or a "U" on the report card, negative comments on the report card, or an excessive number of negative behavior notifications, he/she will be given a written warning and a minimum of one grading period for improvement. If the behavior and/or effort is not improved, the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 4. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 6 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 5. 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 6. 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 7. In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the right to request a hearing before the faculty council to respond to the charge(s) against him/her prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member will have 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.

c. 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.

d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.

e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

Section 8. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 9. Students placed on probation are not considered to be members in good standing. They will be allowed to participate in NJHS sponsored events, but will be unable to run for office, serve in office, or list membership in NJHS on any resume, application, or other documentation during their probationary period.

Section 10. Students will only be allowed one probationary period. Any violation of standards after that will be cause for the faculty council to consider more serious disciplinary sanctions including dismissal from the National Junior Honor Society.

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).