St. Mark Lutheran School National Junior Honor Society (NJHS)

Membership Requirements and Bylaws

Welcome! Both students and parents are asked to read the following statements regarding the NJHS selection process and membership requirements. Once reviewed, both the student and parent will need to sign the bottom of this document to indicate that these guidelines have been read and agreed upon.

Purpose & Governance

The purpose of the St. Mark Lutheran School NJHS chapter is to promote enthusiasm for **scholarship, service, leadership, citizenship, and the development of character**.

- **The Honor of Membership:** Membership is an honor bestowed upon deserving students by the faculty.
- **Selection Process:** Members are selected by a majority vote of the Faculty Council, which consists of five faculty members and the NJHS advisor.
- **Final Authority:** As outlined in the national guidelines, the school principal retains the final authority over all membership decisions and disputes.

General Eligibility

To be considered for membership in the SML NJHS chapter, students must meet the following basic criteria:

- **Grade Level:** Students must be in the **6th through 8th grade**.
- **Enrollment:** Students must attend St. Mark Lutheran School for at least **one full semester**.
- **Conduct:** All members must consistently demonstrate outstanding conduct and behavior regarding school and community rules, guidelines, and policies.

Academic Standards (Scholarship)

- **Initial Eligibility:** Students **must** obtain a **93 cumulative core class grade average** to be eligible for membership. Cumulative core class grade average reflects total academic performance from 6th through 8th grade. Grades can be verified through the NJHS advisor.
- **Maintaining Membership:** Once accepted, members must maintain a 93 or higher core class grade average each quarter.
- **Academic Probation:** If a member's core class grade average falls below 93, they will receive a warning and be placed on probation. They will be given exactly **one quarter** to bring their core class grade average back up. If they are unsuccessful, their membership will be terminated unless the Faculty Council decides otherwise.

Service Requirements

Members are required to complete **twenty-five documented hours of community service per school year**. Service can be performed out in the community as well as at the school.

Documentation: The NJHS advisor will distribute service documentation forms outside her classroom, on the NJHS bulletin board. Completed forms are to be returned to the appropriate box on the NJHS bulletin board. Failure to complete the 25-hour school year obligation can result in probation or dismissal (8th Graders).

Meetings & Participation

- **Attendance:** Members must attend all regular meetings and activities to maintain their membership.
    - **Tardiness Policy:** Three tardies will equal one unexcused absence.
    - **Attendance Probation:** Accumulating two unexcused absences will result in a member being placed on probation.
    - **Graduation Service (7th Graders):** 7th-grade members are expected to attend and serve at the 8th-grade graduation ceremony. Failure to attend will be counted as one unexcused absence unless otherwise arranged with the advisor.
- **Frequency:** Meetings will typically be held **once every month**, or as needed throughout the school year.
- **Scheduling:** The group will establish a convenient meeting time. If a student cannot attend a meeting, they must make prior arrangements with the advisor.

Chapter Officers

Members will elect four chapter officers to fulfill specific leadership roles:

Officer Role	Core Responsibilities
President	Presides over chapter meetings alongside the advisor.
Vice-President	Presides in the absence of the president; keeps a detailed record of members' leadership and service hours.
Secretary	Keeps the minutes of all meetings; handles official chapter correspondence.
Treasurer	Keeps records of chapter expenses, dues, and all other financial transactions.

Expectations, Fees, & Dismissal

- **Annual Dues:** Members are required to pay a **$20 membership fee each year** to cover the school's affiliation with the National Junior Honor Society.
- **Behavior Expectations:** Members must maintain the qualities of scholarship, service, leadership, citizenship, and character at all times.
- **Disciplinary Action:** If behavior falls short of expectations (e.g., failing to follow school rules), a written warning will be issued. Depending on the severity of the situation, a meeting with the principal and Faculty Council may be called.
- **8th Grade NJHS Members:** Current NJHS 8th grade members must maintain eligibility requirements through the 4th quarter in order to have “NJHS Member” denoted on the final transcript.
- **Dismissal:** Persistent problems may result in dismissal from the organization. The principal holds final authority regarding dismissal. Upon resignation or dismissal, students must return their NJHS polo shirt and membership certificate.

Return the bottom portion of this page at the first meeting in September.

Failure to return form on time can result in possible probation.

Acknowledgement & Signatures

I have read the requirements and the bylaws of the St. Mark Lutheran School Chapter of the National Junior Honor Society and agree to the guidelines outlined above if accepted into NJHS.

Student Name - Printed: _____

Student Signature: _____ **Date:** _____

Parent Name - Printed: _____

Parent Signature: _____ **Date:** _____