

**Rogers-Herr Year-Round Middle School National Junior Honor Society By-Laws**

**Article I**

The name of this organization shall be the Rogers-Herr National Junior Honor Society.

**Article II**

**Section 1.** The purpose of this organization shall be to create a desire for scholarship, to stimulate enthusiasm to render service, to promote leadership qualities, to develop and instill exceptional character, and to encourage outstanding citizenship in the students of Rogers-Herr Year-Round Middle School.

**Section 2.** The Rogers-Herr National Junior Honor Society shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

**Article III**

**Section 1.** Role of Advisor. The advisor promotes chapter activities, stimulates positive action by members, and provides information on local and national policies regulating chapter activities. The advisor also approves chapter activities, maintains chapter records, and attends all meetings and functions. The chapter advisor shall be a non-voting member of the Faculty Council.

**Section 2.**  Role of Faculty Council. The Faculty Council shall consist of a minimum of five voting faculty members. The chapter advisor is a non-voting member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. The council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, and other disciplinary actions and warning cases. The Faculty Council will develop and revise when necessary all chapter procedures for selection, discipline, and dismissal of members.

**Section 3.** Role of the Principal. The principal has the right to approve all activities and decisions of the chapter, including the selection and dismissal of members. The principal cannot serve as an advisor, and is not a member of the voting Faculty Council. The principal, however, shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

**Article IV. – Membership**

**Section 1.** Active Membership. Active members are students who have been selected by the Faculty Council and inducted in a special ceremony. Active members are expected to uphold the standards of the Rogers-Herr National Junior Honor Society including Scholarship, Leadership, Service, Character, and Citizenship.

**Section 2.** Graduate Membership. Active members become graduate members upon completion of middle school at Rogers-Herr Middle School.

**Section 3.** Honorary Membership. Honorary membership may be granted to those who have extended outstanding service to Rogers-Herr Middle School and/or the Durham Public Schools community. An honorary member may also be a student who has a disabling condition that prevents the student from fully meeting the requirements for membership.

**Article V. – Selection of Members**

**Section 1.** Candidates must be in seventh or eighth grade. Candidates must have been in attendance at Rogers-Herr for no less than 90 days prior to the selection process.

**Section 2.** Candidates must have a GPA 93.000. Seventh and eighth grade students’ GPA will be calculated based on the previous 2 semesters of work (for seventh graders, this would be all of their 6th grade year. For eighth graders, this would be all of their 7th grade year). If records aren’t available for students new to Rogers-Herr, the cumulative GPA will be derived only from the student’s first full semester in attendance. Students in attendance less than 90 days will not be considered until the next selection period, which will cover their total attendance at Rogers-Herr. The SIMS operator will provide the Faculty Council with the cumulative scholastic average of all students who meet the 93.000 standard. Students who meet the scholastic requirement will be granted Applications of Consideration for membership. Deadlines for the return of applications will be strictly enforced. Candidates shall then be evaluated by the Faculty Council on the basis of service, leadership, citizenship, and character.

**Section 3.** The selection of each member to the Rogers-Herr National Junior Honor Society shall be by the majority vote of the Faculty Council.

**Section 4.** The nomination process will begin the first week of February. At this time students will receive their Application of Consideration. A completed application must be returned to the Faculty Council by the fourth Monday in February. Public postings of deadline date will be available. The deadline date will be strictly enforced, with no exceptions.

 **Section 5.** Faculty Council Selection Criteria:

* **Scholarship** – Cumulative GPA of 93.000. The Faculty Council will not question the “quality” of a student’s grades or evaluate the degree of difficulty of the courses after the GPA has been determined (As stated by the National Council)
* **Leadership** – Roles and activities in both the school and community may be considered, provided they can be verified (coordinator/coach signatures, written documentation, or other artifacts).
* **Service** – Those actions undertaken by the student which are done with, or on behalf of, others without a direct financial or material compensation to the student, provided they can be verified (coordinator signature, written documentation, or other artifacts).
* **Citizenship** – Demonstrates their understanding of the importance of civic involvement and respects the American form of government.
* **Character** – The Faculty Council shall consider the positive as well as the negative aspects of character. The basis of the definition of character will be derived from the Character Matters program of Durham Public Schools.

**Section 6**. The National Council of the NJHS and the NASSP shall not review the judgment of the Rogers-Herr Faculty Council regarding the selection of individual members.

**Article VI**.  **– Notification of Faculty Council Decisions**

**Section 1.** Notification of Inductees. Students that have been accepted by the Faculty Council and the students’ parents will be notified promptly by the chapter advisor. Officers and chapter members will be notified of selection results. This information will be held confidential until formal invitations to the induction ceremony are released.

**Section 2**. Notification of Non-Selection. Students not selected and their parents will be notified promptly by the chapter advisor.

**Article VII. – Meetings and Special Events**

 **Section 1.** Meetings shall be held once a month.

**Section 2**. Attendance at all meetings and special events is required. However, students may be allowed three excused absences, following the criteria for what constitutes an excused absence as set forth by Durham Public Schools.

**Section 3**. Students who do not meet the attendance criteria will be dismissed with no exceptions.

**Section 4**. Special events are defined as service projects, programs, and called meetings other than the monthly meetings.

**Article VIII. Duties and Responsibilities**

**Section 1.** Membership. Active members are expected to maintain the standards of the society by which they were selected. They also assume certain obligations, as detailed in the information provided by the chapter.

**Section 2**. Membership Dues. Active members must pay annual dues in the amount of $10.

**Section 3**. Chapter Officers.

* **President** – The President serves as the liaison between the advisors and the members. The President shall work with the advisors to organize RHMS NJHS activities, meetings, fundraisers, and projects. The President is responsible for running all NJHS meetings (bringing them to a start and finish). The President shall oversee community service opportunities (group and individual). The President shall attend all meetings (both general membership meetings and officer meetings). The President shall oversee the other officers and ensure that they are delivering their expected duties and upholding the standards of the NJHS. The President fills in any missing officer position and assists the treasurer in finances. The President keeps up with which students are not meeting the requirements of the NJHS. The President shall participate in the planning and implementation of the Spring Induction Ceremony. The President speaks at Induction Ceremony in spring. The President continues to meet NJHS standards in areas of Scholarship, Citizenship and Character.
* **Vice President** - The Vice President will help the President with meetings and will help to keep general order. The Vice President shall complete the duties of the President in case of the President's absence. The Vice President shall work with the President to help organize RHMS NJHS activities, fundraisers, and projects. The Vice President shall help the President oversee community service opportunities (group and individual). The Vice President attends all meetings (both general membership meetings and officer meetings), and is in charge of putting making announcements about meetings and events. The Vice President shall help in the planning and implementation of the Spring Induction Ceremony. The Vice President speaks at Induction Ceremony in spring. The Vice President continues to meet NJHS standards in areas of Scholarship, Citizenship and Character.
* **Treasurer** – The Treasurer accounts for all money in NJHS account. The Treasurer keeps records of money collected for dues, service projects, and fundraisers. The Treasurer helps make decisions with the other officers. The Treasurer attends all meetings (both general membership meetings and officer meetings). The Treasurer speaks at Induction Ceremony in spring. The Treasurer continues to meet NJHS standards in areas of Scholarship, Citizenship and Character.
* **Historian** – The Historian is responsible for memorializing and promoting NJHS ideals, activities, fundraisers, and functions. The Historian takes pictures of events, meetings, and functions, then will upload the pictures taken onto the Chapter Adviser's computer. The Historian is responsible for maintaining and updating the NJHS bulletin board with current events, pictures, announcements, meeting minutes, etc. The Historian attends all meetings (both general membership meetings and officer meetings). The Historian speaks at Induction Ceremony in spring. The Historian shall complete the duties of the Corresponding Secretary in case of the Corresponding Secretary's absence. The Historian will assist the Recording Secretary in overseeing the creation of posters for NJHS functions, fundraisers, and activities. The Historian continues to meet NJHS standards in areas of Scholarship, Citizenship and Character.
* **Recording Secretary** - The Recording Secretary shall complete the duties of the Vice President in the case of the Vice President's absence. The Recording Secretary is responsible for typing up the minutes of each meeting, submitting them to the advisors for approval, and then distributing a copy of the minutes to each member. The Recording Secretary works with the Vice President and checks with the advisors at the beginning of each week to see if there are any morning announcements that need to be made for that week. The Recording Secretary shall write up morning announcements and give them to the advisors for approval. The Recording Secretary will oversee the creation of posters for NJHS functions, fundraisers, and activities. The Recording Secretary shall attend all meetings (both general membership meetings and officer meetings). The Recording Secretary speaks at Induction Ceremony in spring. The Recording Secretary continues to meet NJHS standards in areas of Scholarship, Citizenship and Character.
* **Corresponding Secretary** - The Corresponding Secretary shall complete the duties of the Recording Secretary in case of the Recording Secretary's absence. The Corresponding Secretary is responsible for written correspondence to and from the chapter, such as thank you letters to thank people that help, volunteer, or donate time, money, or items to NJHS activities. The Corresponding Secretary will assist the Recording Secretary in overseeing the creation of posters for NJHS functions, fundraisers, and activities. The Corresponding Secretary will ask the principal of NJHS for permission to distribute fundraising flyers to teacher mailboxes as needed. The Corresponding Secretary shall attend all meetings (both general membership meetings and officer meetings). The Corresponding Secretary speaks at Induction Ceremony in spring. The Corresponding Secretary continues to meet NJHS standards in areas of Scholarship, Citizenship and Character.

**Section 4**. Executive Committee. The Executive Committee is made up of the chapter officers and chapter advisor. The Executive Committee administers activities within the chapter. The Executive Committee will meet once a month prior to regular chapter meetings.

**Section 5**. The Advisor. The advisor’s duties include: advising the chapter on national policies, acting as liaison between the chapter and faculty/administration, supporting chapter activities, maintaining records of members’ activities for annual report, stimulating membership growth in the chapter, and ordering supplies from the national office. The Advisor is a non-voting member of the Faculty Council.

**Section 6**. The Principal. The Principal recognizes and supports the chapter at all levels. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

**Section 7**. The Faculty Council. The Faculty Council consists of as least five faculty members who control selection procedures and handle formal chapter discipline.

**Article IX. Discipline and Dismissal**

 **Section 1**. Procedures for Discipline

* The chapter advisor will periodically review the standing of active members for compliance with National Junior Honor Society standards
* When a member falls below standards, the advisor will inform the member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement.
* If the student does not make the improvement in the specified time, the student is subject to whatever disciplinary measures considered appropriate by the advisor or Faculty Council.

**Section 2.** Procedures for Dismissal

* A member is never automatically dismissed for failure to maintain standards.
* A written notification and pre-dismissal hearing is called for in Article X, Section 4 of the National Junior Honor Society Constitution.
* If a student is dismissed, written notice of the decision should be sent to the student, the student’s parents, and the principal.
* The dismissed student must surrender their NJHS pin and membership card to the chapter advisor.

**Article X**. Procedures for Officers

**Section 1**. Election. Election procedures for chapter officers are to be determined by the membership and approved by the Faculty Council. Elections are held at the beginning of each school year.

**Section 2**. New Officers. New Officers should be installed in a special ceremony at a chapter meeting or special ceremony.

**Section 3**. Removal of Officer. Any officer who has not met his or her duties, as stated in the by-laws, will be removed from office at the discretion of the advisor and approved by the Faculty Council.

**Section 4**. Filling Vacancy of Removed Officer. Vacancies for offices, excluding the office of the President, shall be filled by a Faculty Council appointee from the membership

**Article XI**. Rules of Order. *Robert’s Rules of Order* shall be the standard used for conducting Society business.

**Article XII. By-Laws**

 **Section 1**. Ratification. By-Laws will be approved by the Faculty Council.

**Section 2**. Amendments. Revisions will be drafted by a specially appointed by-laws revision committee. Proposed amendments will require a two-thirds vote of the chapter for adoption. Only the Faculty Council can revise sections dealing with discipline, procedures for selection, and dismissal of members.