

Clark Pleasant Middle School
National Junior Honor Society

Bylaws

2016-2017

Sponsor: Mrs. Galloway

Article 1

Voting

Section 1. A majority of the vote is needed to pass the motion.

Article 11

Committees

Section 1. **The Executive Committee will establish standing committees such as the Ways and Means Committee and the Publicity and Poster Committee.** Volunteers will establish the formation of short-term committees.

Article III

Elections

Section 1. New officer elections will take place the first meeting during the month of **May**.

Section 2. In order to be elected into office each officer must have a majority vote. If a majority is not obtained, there shall be a re-vote or consider using both candidates.

Section 3. Students may be self-nominated or nominated others who are willing and able to accept the nomination.

Section 4. Students running for office must fill out a form in order to run for office. The student and parent/guardian must sign this form.

Article 1V

Vacated Office

Section 1. If for some reason during the course of the year an office needs to be filled, the **Executive Committee** will make the nomination or ask the group for a nomination. A majority vote is required.

Article V

MEETINGS

Section 1. The **Executive Committee** will meet once/twice during the week of the slated meeting. Other meetings may be called as needed.

Section 2. **MEETINGS ARE MANDATORY.** If you have missed **three unexcused** meetings you will be **dismissed**. An unexcused meeting is any meeting where you fail to let the officers or advisor know, in writing, prior to the meeting that you would not be able to be there. You must also give the reason. In an emergency, if you are absent from a meeting, but in attendance at school that day, you are required to see the Chapter Advisor and give an explanation to her by 3:30. **Give her a written note**

or email. The **Executive Committee** will vote on whether it is excused or not. If your absence is excused and you continue to abuse the system you will be on probation and may be banned from future activities.

Section 3. Make sure you are on time to the meetings. Roll call is taken at the beginning of the meeting. If you should happen to come in late it is your responsibility to personally tell the secretary to put your name on the roll. If you do not, you will be counted as absent. We only meet two to three times per month so there is really no reason to miss or be late.

Section 4. You will be counted tardy at 7:30 a.m. Two tardies will count as one unexcused absence. To appeal the tardy we use the same procedure as in Section 2 above.

Section 5. All chapter projects and activities require your participation unless otherwise stated.

Section 6. After two unexcused absences, the parents and students will receive a letter of warning or phone call from the Chapter Advisor.

Article VI

Selection of Members

Section 1. The student's academic records will be reviewed. The academic requirement is a **3.7 cumulative grade point average on a scale of 4.0** (that is over an A- average). The student must have a 3.7 average for the current fall semester. It must be maintained through 8th grade.

Grade Equivalence

A 4 B+ 3.33 C+ 2.33 D+ 1.33 F 0.00

A- 3.67 B 3 C 2 D 1

B- 2.67 C- 1.67 D- .67

Section 2. If the student is enrolled in 7th grade Algebra 1 their grade is weighted $\frac{2}{3}$; if the student is in 8th grade Geometry their grade is weighted $\frac{2}{3}$; if the student is in 8th grade Algebra 1, Spanish, Biology, Advanced Digital Communications, or Advanced Art their grade in the class will be weighted $\frac{2}{3}$. Ex.- If the student is in Geometry and has a "B" then their grade (for gpa purposes, not in gradebook) will be raised to "A-"

Section 3. **All candidates must be enrolled in the regular academic program or honors program.**

7th algebra will be weighted (raised) $\frac{2}{3}$ letter. If the grade is a B, it becomes a A-, a B+ becomes an A. An A is 4pts.

Section 4. **All seventh grade** students who meet academic requirements, and are selected by the faculty council, will be notified after the first semester grades come out.

Section 5. For further consideration each student must complete a **Student Activity Form.** And This form must be turned into the Chapter Advisor within a week of the day it was handed out. Each student must be involved in **at least two activities.** Failure to turn in the activity form with your **name on it, on time** will automatically remove the student's name from the selection process.

Section 6. All faculty members, as well as the librarian, guidance counselors and athletic director, will be given a **confidential evaluation form** to be filled out on each student who is eligible. Teachers will have one week to complete their evaluation forms. These forms are confidential

and will be viewed **only by the faculty council**.

Section 7. The faculty council will review student discipline files, tardies and attendance files.

Section 8. The five members of the faculty council will make the final selections. Candidates receiving a **majority vote** will be inducted into the chapter in the spring. The advisor and assistant advisor do not vote.

Section 9. A student must have been in attendance at this school for the equivalence of one semester.

Section 10. The teacher selection committee, (faculty council), will remain confidential.

Article VI Duties of Officers

Section 1. President:

- *Meets with the advisor and officers to discuss and prepare agenda.
- *Checks to see that all participants for the meetings are notified.
- *Conducts meetings according to parliamentary procedure.
- *Maintains discussion to relevant items on the agenda
- *Moves the group to decisions on recommendations
- *Seeks recommendations from persons or committees responsible for specific functions or activities.
- *Delegate's responsibilities to appropriate officers and committees.
- *Develops tentative agenda, date, and place for the next meeting.

Section 2. Vice President:

- *Arranges for the meeting place and the physical setting of the room.
- *Take the place of the president if absent
- *Sends written reports to the Daily Journal, CPN and school newsletter each month. Written and photos.
- * In charge of Operation Bundle-Up

Section 3. Secretary:

- *Announces all meetings, notifies members of places and times, distributes copies of minutes to administration and officers.
- *Takes attendance quickly and efficiently by use of sign-in sheet and keeps permanent record
- *reports attendance to Mrs. Liffick after meeting.
- *Records each motion
- *Presents/reads incoming mail to the organization
- *Writes minutes in concise and clear sentences.
- *Duplicates minutes and posts in cafeteria. Gives copies to advisor, officers and administration.
- *Checks with the absent members to inform them and to check on reasons for absence.
- *Writes letters of request, praise, regret or apology, thank you notes invitations, congratulations, and commendations.
- *Writes articles for the school newsletter

Section 4. Treasurer:

- *Maintain on paper a financial record of all expenditures and income
- *Obtains from the school treasurer, a financial report for each meeting.
- *Provides the organization with periodic financial reports.

- *Informs all officers and advisor of financial accounts.
- *Writes receipts and counts money.

Article VI11 Dismissal

Section 1. **Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, character, and citizenship that were used as a basis for their selection.**

Section 2. Members are allowed limited warning during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not required. A student who is dismissed or resigns may never again become a NJHS member. They are still eligible for National Honor Society in High School.

Section 3. **Cheating** is something that is not looked upon as something that a NJHS student should be involved in. If a NJHS student is caught or involved in cheating they will be put on **probation**. If that student is caught again they will be **dismissed** from NJHS (not necessarily a *behavioral referral*).

Section 4. After a student causes a major disruption their name shall come before the faculty council for evaluation and discipline. Each time inappropriate behavior is observed the chapter advisor or secretary will inform the errant member in writing or by phone, of the nature of the violation, the time period given for improvement, and possible consequences of non-improvement. If the faculty council decides that dismissal maybe warranted, the member is allowed to present his or her case before the council.

Section 5. Receiving a behavioral referral will put you on social probation. Receiving two referrals will result in you being brought before the executive committee and the faculty council for probable dismissal.

Section 6. After receiving a behavioral referral, the parent and student will receive a letter of warning or phone call from the Chapter Advisor.

Article 1X Rules of Order

Section 1. Meetings will be conducted according to **Basic Parliamentary Rules. Robert's Rules of order**

Section 2. All decisions are reached through **motions** (formal statements given to the group for consideration and vote). Any member may make a motion. It must be **seconded** to show that at least two people are interested in the proposal. The presiding officer then states the question (repeats the motion in brief, clear language). Consider only student business, other stuff is out of order. Members who wish to **discuss the motion** ask for recognition from the chair. They discuss the facts of the proposal, not personalities and motives of the proposer. When there are no further questions or discussions, the chairperson **calls for a vote**.

Section 3. Voting may be voice vote, show of hand, roll call or ballot.

Section 4. The vote is decided by a majority vote.

Article X Agenda

Section 1. An **Agenda** is a specific list of thing to be done: the program for the meeting. The Executive Committee a week in advance of the meeting

should prepare a draft of the agenda **Sample Agenda:**

CALL TO ORDER
ROLL CALL
READING OF THE MINUTES
OFFICER REPORTS
COMMITTEE Chairmen REPORTS
UNFINISHED BUSINESS
NEW BUSINESS
ANNOUNCEMENTS AND PROGRAM
ADJOURNMENT

Article X1

Behavior

Section 1. All members will treat each other with respect at all times. Everyone has the right to his or her own opinion.

Section 2. As an NJHS member **it is your responsibility to set a positive example for others, not only in school but the community** as well. Please remember that wherever you go or whatever you do someone is watching. If you have doubts about whether you should be involved in something seek advice before acting. Motto: **If you have to question it, you probably shouldn't do it.**

Article X11

Amendments

Section 1. These bylaws may be amended at any NJHS meeting by majority vote.

Section 2. Bylaws will be reviewed and revised at least once a year.

Article X111

Motto

Section 1. The national motto: Light is the symbol of truth.

Section 2. The CPMS motto: We make a living by what we get, we make a life by what we give.