



# **NATIONAL JUNIOR HONOR SOCIETY- HARRISVILLE CHAPTER BY-LAWS**

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## **ARTICLE I: NAME AND PURPOSE**

- **SECTION 1:** The name of this chapter shall be the Harrisville Chapter of the National Junior Honor Society.
- **SECTION 2:** The purpose of this chapter shall be to create an enthusiasm for scholarship, to promote worthy leadership, to stimulate a desire to render service, and to encourage the development of character in the students of Harrisville Central School.

## **ARTICLE II: OFFICERS**

- **SECTION 1:** The officers of the chapter shall be president; vice president, secretary, and treasurer.
- **SECTION 2:** The first meeting of the school year the officers will take their oath of office.
- **SECTION 3:** Student officers shall be elected at the last meeting of the previous school year; any positions not filled at that meeting may be filled after the induction of new members. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.
- **SECTION 4:** 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. The following duties should reflect the responsibilities developed for officers in the local chapter:
- **SECTION 5:** It shall be the duty of the President to...
  - Determine meeting agendas.
  - Run chapter and executive board meetings.
  - Monitor members' attendance at meetings and activities and intervene as needed.
  - Keep the advisor informed of any and all NJHS-related activities, concerns, and ideas.
- **SECTION 6:** The Vice President shall...
  - Plan and implement all service projects and activities.
  - Solicit ideas for service projects from members.
  - Coordinate committees to help facilitate service projects.
  - Monitor service activities.
  - Report service plans, progress, and outcomes to the chapter advisor.
- **SECTION 7:** The Secretary shall...
  - Take attendance at all meetings.
  - Collect community service documentation from the vice president each month.

- Update hours accrued by NJHS members to the president and advisor by the 15th of each month.
- Notify the Vice President and advisor by December 1, February 1, April 1, and June 1 of any members who lack 2 Community Service hours.
- **SECTION 8:** The Treasurer shall...
  - Document all financial transactions of the chapter.
  - Coordinate with the Harrisville Central School secretary when necessary.
  - Prepare a financial statement for each meeting.
  - Take minutes at each meeting.

### **ARTICLE III: EXECUTIVE COMMITTEE**

- **SECTION 1:** The executive committee shall consist of the chapter officers, both elected and appointed, and the faculty advisor.
- **SECTION 2:** The executive committee shall 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 IV: MEETINGS**

- **SECTION 1:** Meetings of this chapter shall be monthly. All meetings will be held on the second Wednesday of each month. If the meeting must be held on a different day then members will be notified with at least one week's notice.
- **SECTION 2:** Chapter members are expected to attend all regularly scheduled chapter meetings. Members are allowed two excused absences and one unexcused absence. The chapter president and advisor should be notified of a member's inability to attend a meeting with a minimum of 24 hours notice. If a member misses more than the allotted number of meetings, they will be subject to disciplinary action including, but not limited to, a meeting with the advisor, an action plan created to rectify the problem, or dismissal if attendance does not improve.

### **ARTICLE V: MEMBERSHIP**

- **SECTION 1:** Membership in this chapter shall be designated as active, honorary, and graduate. Active members become graduate members upon graduation. Graduate and honorary members have no voice or vote in the chapter's affairs.
- **SECTION 2:** Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, leadership, service, and character.
- **SECTION 3:** Eligibility

- Candidates eligible for induction to this chapter must be members of the seventh grade, eighth grade, or ninth grade class at Harrisville Central School.
- To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one year at Harrisville Central School.
- Beginning with the class of 2028-2029, candidates eligible for selection shall have a minimum cumulative GPA of 90%.
- This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy.
- All students who rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.

## ARTICLE VI: SELECTION OF MEMBERS

- **SECTION 1:** The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of at least five faculty members appointed by the Harrisville Central School principal and/or the chapter advisor. The chapter advisor shall be the sixth, nonvoting, ex officio member of the Faculty Council.
- **SECTION 2:** Prior to selection, the following shall occur:
  - Students' academic records shall be reviewed by the advisor to determine scholastic eligibility. A cumulative average of 90% is required for consideration. Students with a cumulative average of 90% or above will be invited to apply.
  - The advisor shall then select high school faculty members in which to complete character evaluations of each student.
  - The Faculty Council shall review the candidates application and faculty evaluations in order to determine membership.
    - Each candidate application contains an essay requirement. Each essay will be evaluated with a predetermined rubric by the Faculty Council.
  - All scores will be compiled into a predetermined rubric and students that achieve an overall score of 20 points or above will be admitted to the society.
- **SECTION 3:** Candidates become members when inducted at the Spring induction ceremony.
  - However, if there is no induction ceremony due to no fault of the school or the advisor, all candidates will be inducted as soon as possible.

- If an induction ceremony cannot be accomplished in one school year since a candidate's selection, they must be selected again.
- **SECTION 4:** Once selected and inducted, all members are expected to maintain the standards of an overall GPA average of 90% or higher.
- **SECTION 5:** If a member moves, the NJHS advisor will prepare communication on school letterhead indicating the status of their membership and will be signed by the principal and chapter advisor.
- **SECTION 6:** A student who is an active member of the National Junior Honor Society who transfers to this school from another institution will automatically be accepted for membership in this chapter.
- **SECTION 7:** The Faculty Council shall grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements in order to retain his/her membership.

## **ARTICLE VII: OBLIGATIONS OF MEMBERSHIP**

- **SECTION 1:** Each member of this chapter who is in good academic standing with regard to the required membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.
- **SECTION 2:** Any member who withdraws, resigns, or is dismissed from the chapter shall return all National Junior Honor Society emblems to the chapter.

## **ARTICLE VIII: DISCIPLINE AND DISMISSAL**

- **SECTION 1:** Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the Harrisville Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain their academic standing as stated in Article V, Section 3, and take an active role in leadership and service in their school and community.
- **SECTION 2:** If a member's cumulative GPA falls below the standard in effect when they were selected they will receive a written warning and a ten week marking period to raise their grade back up to the qualifying standard. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter. Grades will be reviewed by the chapter advisor quarterly.
- **SECTION 3:** If a member fails to perform any of the published obligations of membership, including failure to meet the required community service hours or attend required meetings, they will receive a written warning and a time period

for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

- **SECTION 4:** Violation of the NYS law or Harrisville Central School regulations and policies as outlined in the discipline policy of Harrisville Central School can result in the dismissal of a member. These violations include but are not limited to...
  - DWI/DUI.
  - Stealing, possession, and selling of stolen property.
  - Destruction of property.
  - Cheating.
  - Truancy.
  - Being under the influence of drugs or alcohol at school or at any school-related activities.
- **SECTION 5:** Member/offenders of the school's code of conduct will receive a written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school code of conduct, the member may be considered for dismissal. Possible violations include but are not limited to:
  - Use of profanity
  - Failure to comply.
  - Unexcused absence.
  - Excessive tardiness.
- **SECTION 6:** In all cases of pending dismissal:
  - The member will receive written notification from the advisor or Faculty Council indicating the reason for possible dismissal. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the NYS law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
  - The member will be given the opportunity to respond to the charges against them at a hearing before the Faculty Council prior to the vote on possible dismissal. The Faculty Council will then vote on whether or not to dismiss a member. A majority vote of the Faculty Council is needed to dismiss any member.
  - The results of the Faculty Council vote will be reviewed by the Harrisville Central School principal and then, if confirmed, expressed in a letter sent by the Faculty Council to the student, and their parents/guardians, and the principal.

- Dismissed members will surrender ALL membership emblems, regalia, membership card to the advisor within 24 hours of dismissal from the Harrisville Chapter-National Junior Honor Society.
- The Faculty Council's decision may be appealed to the Harrisville Central School principal.
- A FINAL appeal can be made to the Superintendent of Schools, Harrisville Central School.
- When a student is dismissed or resigns, they are no longer a member and will not be reconsidered for membership in the National Junior Honor Society ever again.
- When a student is dismissed or resigns, their final transcript will not bear any notation of National Junior Honor Society membership on it.
- **SECTION 7:** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE IX: ACTIVITIES**

- **SECTION 1:** The chapter shall conduct at least two service projects during the academic year; one in the fall and one in the spring.
- **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 of choosing and participating in an individual service project that reflects his/her particular talents and interests and is approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute.
- **SECTION 5:** Each member must complete two (2) community service hours per academic quarter. These hours do not carry over to the next quarter.

## **ARTICLE X: POWERS**

- **SECTION 1:** The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the Harrisville Central School principal.
- **SECTION 2:** The Harrisville Central School principal shall reserve the right to approve all activities and decisions of the chapter.

- **SECTION 3:** These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## **ARTICLE XI: AMENDING THE BY-LAWS**

- **SECTION 1:** 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.
- **SECTION 2:** Bylaws and amendments must be consistent with the constitution of the Harrisville Chapter of the National Junior Honor Society.

## Appendix A: Candidate Application

### In-School Activities

List all extracurricular activities and clubs you have participated in. If you have had a leadership position (i.e., elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader), please include that title in the appropriate space. Please include the name of the adult responsible for supervising your leadership in each position. Only include activities you have participated in during middle school (grades 6-9). You may add extra lines, if necessary.

| Activity | Grades Involved (6-9) | Leadership Position, if applicable | Sponsor/Contact |
|----------|-----------------------|------------------------------------|-----------------|
|          |                       |                                    |                 |
|          |                       |                                    |                 |
|          |                       |                                    |                 |
|          |                       |                                    |                 |

### Service Activities

List service activities in which you have participated. These can be individual or group service projects done either in or out of school. Generally speaking, service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. Examples of these activities can include volunteering for a church, community library, little league, etc. You may add extra lines, if necessary.

| Activity | Grades Involved (6-9) | Leadership Position, if applicable | Sponsor/Contact |
|----------|-----------------------|------------------------------------|-----------------|
|          |                       |                                    |                 |
|          |                       |                                    |                 |
|          |                       |                                    |                 |
|          |                       |                                    |                 |

### Community Activities

List other community activities in which you have participated and note any major accomplishment in each. These should be any activities outside of school in which you participated for the betterment of your community. For example, religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, etc. Do not repeat participation already listed above. Please include the name of the adult supervisor of each activity. You may add extra lines, if necessary.

| Activity | Grades Involved (6-9) | Leadership Position, if applicable | Sponsor/Contact |
|----------|-----------------------|------------------------------------|-----------------|
|          |                       |                                    |                 |
|          |                       |                                    |                 |
|          |                       |                                    |                 |
|          |                       |                                    |                 |

### Work Experience, Recognition, and Awards

Though not a specific criterion for membership, please list below any job experiences, honors, or recognition you have received that support your candidacy for membership in the Honor Society. Work experience may be paid or volunteer. You may add extra lines, if necessary.

| Description of Experience, Recognition, or Award | Grades Involved (6-9) | Leadership Position, if applicable | Sponsor/Contact |
|--------------------------------------------------|-----------------------|------------------------------------|-----------------|
|                                                  |                       |                                    |                 |
|                                                  |                       |                                    |                 |
|                                                  |                       |                                    |                 |
|                                                  |                       |                                    |                 |

### Essay

Being a member of the National Honor Society means that you demonstrate the qualities of scholarship (a lifelong dedication to learning), service (voluntarily working to meet the needs of others), leadership (inspiring peers through your actions), and having an upstanding moral character. In 300 words or less, please describe how you uphold these traits in your everyday life. **Do not be modest.**

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I understand that completing this form does not guarantee selection to the Honor Society. I attest that the information presented here is complete and accurate. If selected, I agree to abide by the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Application Essay Rubric

| Criteria                          | 3 – Meets Expectations                                                                                                                                                                           | 2 – Approaching Expectations                                                                                                                        | 1 – Beginning                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Content &amp; Prompt</b>       | Clearly answers the prompt and explains how the writer shows scholarship, service, leadership, and moral character in everyday life; response stays focused on the task and is within 300 words. | Answers the prompt but includes only some of the four traits, or explanation is uneven; response may drift off topic or be close to the word limit. | Response does not clearly answer the prompt, leaves out most traits, or is too brief, too long, or mostly off topic. |
| <b>Development &amp; Examples</b> | Gives specific, relevant examples or details that show each trait in real daily actions; ideas are well developed and easy to understand.                                                        | Gives some examples or details, but they are general, repeated, or only partly connected to the traits; ideas are only somewhat developed.          | Gives few or no examples; details are missing, very unclear, or do not support the traits.                           |
| <b>Organization &amp; Clarity</b> | Ideas are organized logically with a clear beginning, middle, and end; transitions help the response flow smoothly from one idea to the next.                                                    | Organization is present, but the order may be uneven or transitions are limited; the response is still mostly understandable.                       | Ideas are hard to follow, appear out of order, or are not connected clearly.                                         |
| <b>Conventions</b>                | Uses correct spelling, punctuation, and grammar throughout; sentence structure is varied and errors do not distract the reader.                                                                  | Contains a few spelling, punctuation, or grammar errors, but meaning is still clear overall.                                                        | Contains frequent spelling, punctuation, or grammar errors that make the response difficult to read or understand.   |

Average Score: \_\_\_\_\_/3

## Appendix C: Character Evaluation

See below for a list of students that have submitted applications for either National Junior Honor Society or National Junior Honor Society. As part of the NJHS application process, candidates must be evaluated based on their character. Below is the NJHS handbook's definition of "**CHARACTER**:"

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Observes instructions and rules, is punctual, and faithful inside and outside the classroom.
- Has powers of self-discipline, and sustained attention as shown by perseverance and study application.
- Manifests truthfulness in acknowledging obedience to rules.
- Actively helps rid the school of bad influences or environment.

Please rate each student listed accordingly. If you haven't worked close enough with a student, please mark "N/A". If you have any other comments to add, please feel free to do so.

- ☐ 1- Not an acceptable candidate for NJHS
- ☐ 2 - Less than stellar character
- ☐ 3 - Middle of the road
- ☐ 4 - Good character
- ☐ 5 - The very highest caliber
- ☐ n/a - I haven't spent enough time with this student to be a good judge of their character.
- ☐ Other: please submit any comments or notes that you feel are necessary

## Appendix D: National Junior Honor Society Candidate Selection Rubric

### National Junior Honor Society Candidate Selection Rubric

Student Name: \_\_\_\_\_

| Character                                                                                                                  |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Character Eval. Score                                                                                                      | Points |
| 1-1.9                                                                                                                      | 1      |
| 2-2.9                                                                                                                      | 2      |
| 3-3.9                                                                                                                      | 3      |
| 4-4.9                                                                                                                      | 4      |
| 5                                                                                                                          | 5      |
| <b>5 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

  

| Grades                                                                                                                     |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Cumulative GPA                                                                                                             | Points |
| 90-91.9                                                                                                                    | 1      |
| 92-93.9                                                                                                                    | 2      |
| 94-96                                                                                                                      | 3      |
| 97+                                                                                                                        | 4      |
| <b>4 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

  

| Essay                                                                                                                      |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Essay Score                                                                                                                | Points |
| 1                                                                                                                          | 1      |
| 2                                                                                                                          | 2      |
| 3                                                                                                                          | 3      |
| <b>3 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

  

| Extracurricular Activities                                                                                                 |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Participation                                                                                                              | Points |
| Fewer than 2 activities                                                                                                    | 1      |
| 2 activities                                                                                                               | 2      |
| 3 or more activities                                                                                                       | 3      |
| <b>3 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

  

| Leadership                                                                                                                 |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Leadership in Activities                                                                                                   | Points |
| Fewer than 2 leadership positions                                                                                          | 1      |
| 2 leadership positions                                                                                                     | 2      |
| 3+ leadership positions                                                                                                    | 3      |
| <b>3 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

  

| Community Service                                                                                                          |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Community Service Activities                                                                                               | Points |
| Fewer than 2 activities                                                                                                    | 1      |
| 2 community service activities                                                                                             | 2      |
| 3+ community service activities                                                                                            | 3      |
| <b>3 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

  

| Attendance                                                                                                                 |        |
|----------------------------------------------------------------------------------------------------------------------------|--------|
| Days Missed                                                                                                                | Points |
| 10% or more school days missed                                                                                             | 1      |
| 9% or less school days missed                                                                                              | 2      |
| <b>2 Points Awarded:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> |        |

|                            |   |
|----------------------------|---|
| Character                  |   |
| Grades                     |   |
| Essay                      |   |
| Extracurricular Activities |   |
| Community Service          |   |
| Attendance                 |   |
| Total Points (max 23)      | 0 |

All scores 20 points and above will be admitted into the Harrisville Chapter of the National Junior Honor Society.

