

**BY-LAWS FOR NATIONAL JUNIOR HONOR SOCIETY CHAPTER**  
**St. Andrew Academy**

ARTICLE I  
NAME AND PURPOSE

Section 1. The name of this organization shall be the St. Andrew Chapter of the National Junior Honor Society of St. Andrew Academy.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of St. Andrew.

Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

ARTICLE II  
THE PRINCIPAL

Section 1. The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The Principal shall annually appoint a chapter adviser, who may serve consecutive terms. (The term "adviser" shall also mean "co-adviser" in years when two advisers are appointed.)

Section 3. The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE III  
THE CHAPTER ADVISER

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

ARTICLE IV  
FACULTY COUNCIL

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal may be included on the faculty council.

Section 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 3. The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

Section 4. The faculty council shall put on probation those students who fall below the membership standards determined by the faculty council. Students on probation cannot attend meetings, activities, etc. until their achievement meets the standards. They will receive counsel and support from the faculty council.

Section 5. The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

ARTICLE V  
MEMBERSHIP

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

Section 3. Candidates become members when inducted at a special ceremony.

(Continued on next page)

Section 4. A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits.

#### ARTICLE VI SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of the seventh or eighth grade at St. Andrew Academy.

Section 2. Candidates must have a cumulative scholastic average of 95% in the subjects of math, reading, English, social studies, science and Spanish. For current seventh graders, this shall be based upon all three trimesters of the sixth grade and the first trimester of seventh grade. For eighth graders, it shall be based upon all three trimesters of sixth grade, all three trimesters of seventh grade, and the first semester of eighth grade. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the "Student Activity Information Form" for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The faculty council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section 4. The selection of each member to the chapter shall be by a majority vote of the faculty council, consisting of five faculty members appointed by the Principal. The chapter adviser (or co-advisers) shall be the sixth (or sixth and seventh) non-voting, ex-officio members of the faculty council.

Section 5. A description of the selection procedure shall be published in an official school publication, which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society.

Section 6. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

#### ARTICLE VII DISMISSAL

Section 1. The faculty council in compliance with the rules and regulations of the National Junior Honor Society shall determine the procedure of dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws. A member does not, necessarily, have to be warned. Receiving a demerit or more than one communication card in a trimester may result in probation or dismissal.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the faculty council.

Section 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

#### ARTICLE VIII NOMINATION AND ELECTION OF OFFICERS

Section 1. The officers of this chapter shall be 6 board members.

(Continued on next page)

Section 2. Board members shall be elected at a regular meeting of the St. Andrew NJHS Chapter in the spring for the following school year. Time, methods, and procedures for the nomination will be determined at the beginning of each school year by the chapter adviser and faculty council.

ARTICLE IX  
BOARD MEMBERS DUTIES AND RESPONSIBILITIES

- Section 1. The president of the board presides at meetings/provides direction.
- Section 2. The vice-president of the board serves in the absence of the president; other duties as directed.
- Section 3. The secretary records attendance and proceedings; attends to clerical duties.
- Section 4. The treasurer records all financial matters.
- Section 5. The historian /reporter is responsible for keeping the school and community informed about chapter events and to keep a record of the chapter's activities.
- Section 6. The service project coordinator will be the principal point of contact for school service projects and will maintain records of each individual member's service project and hours.

ARTICLE X  
EXECUTIVE COMMITTEE

- Section 1. The executive committee shall consist of the board members of the chapter and the chapter adviser.
- Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter by-laws. All action and recommendations of the executive committee shall be subject to the review of the chapter membership.
- Section 3. The executive committee shall have the responsibility for ensuring that chapter activity and procedures follow school policy and regulations.

ARTICLE XI  
MEETINGS

- Section 1. The St Andrew Chapter shall meet bi-monthly.
- Section 2. The chapter may call special meetings approved by the executive committee adviser.
- Section 3. Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws.

ARTICLE XII  
ACTIVITIES

- Section 1: The chapter shall be involved in at least one service project during the school year.
- Section 2: Members shall individually volunteer for one service activity prior to Christmas break and one after Christmas break during the academic year and record the service on the verification sheet. Verification sheets must be turned in prior the Christmas break and prior to the end of the year to the chapter advisor.
- Section 3: All members shall regularly participate in these projects.
- Section 4: 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.

ARTICLE XIII  
AMENDMENTS

These by-laws will be reviewed annually by the Chapter Members. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL JUNIOR HONOR SOCIETY CONSTITUTION AND HANDBOOK. The faculty council and the principal must approve any recommended change. Upon approval of the recommended change, it will be reviewed and put to a vote by the membership. Two-thirds vote will establish a change. Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed.