



Chapter Bylaws
of the
Grass Lake School Chapter
of the
National Junior Honor Society
Updated: 2023

ARTICLE I: NAME

The name of this chapter shall be the Grass Lake School Chapter of the National Junior Honor Society of Grass Lake School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of Grass Lake School. The five pillars that NJHS is based upon are defined below.

- **Scholarship:** Scholarship shows a commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a sharp mind. Knowledge is one great element in life, which leads to the highest success, and it can be acquired in only one way—through hard work and effort. Candidates must continually expand their world through the opportunities given through scholarship. To maintain eligibility, students must earn a 3.5 GPA or above each trimester.
- **Service:** Service can be shown in the routine of the day's work where many opportunities arise to help others both at school and in the community. A willingness to work for the benefit of those in need, without getting anything in return, is the quality we seek in our membership and promote for the entire student body. We are committed to volunteering our time and talents to the creation of a better tomorrow. Students are required to earn at least twelve (12) hours of service each year.
- **Leadership:** Leadership should benefit the whole school. In taking initiative in the classroom and in school activities, the real leader strives to train and aid others to reach their common goals of success. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist in a school, community, or nation, they always need the guidance of a wise leader. Eligible students should maintain positive leadership skills, which are shown in their demeanor in and out of the classroom.
- **Character:** Character is the force within the individual that distinguishes each person from others. It is that without which no one can respect themselves or earn the respect of others. It is this force of character that guides one through life and, once developed,



continues to grow. Character is earned and not given. It is the product of constant thought and action, the daily decision to make the right choice. The problem of character is the problem of self-control. By demonstrating such qualities as respect, responsibility, trustworthiness, fairness, caring, and citizenship, we may hope to prove by example that we value character. Eligible students should demonstrate positive character regularly in and out of the classroom.

- **Citizenship:** Citizenship involves the obligations each member of our society faces to live up to the expectations given to us by the founders of our country. The responsibilities each of us has to our home community, our state, our nation, and our world are many. As good citizens, we are bound to live up to the laws and guidelines which unite us as a civilized society. Good citizens work together to improve not only our lives, but the lives of all our fellow citizens. Good citizenship requires that we remain strong in protecting the freedoms and rights that have been given to us and in preventing injustice from entering our lives. We, the members of the chapter, are called to live up to the high standards of citizenship from this day forward. Eligible members demonstrate good citizenship when they follow school rules consistently.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See www.njhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.



ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the seventh, or eighth grade class. Sixth grade students may be invited after the first trimester has ended. Students who were members in the previous year who end the school year meeting the GPA and behavior requirements will be allowed to retain membership the following year. New members will be invited after the first trimester has ended.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one trimester at Grass Lake School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.
- e. Students who wish to be considered for membership must adhere to the published deadlines for application submission. No applications will be accepted after the deadline has passed.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, *ex officio* member of the faculty council.

Section 2. The official selection of active members shall be held at the start of each school year. During the second trimester, students may be invited to join, provided that they meet the stated criteria.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) may submit the candidate information form for further consideration.



c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible.

d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony held each winter. Members joining after the end of the second trimester will receive their certificate and pin, as well as have an opportunity to participate as a member during the year-end awards assembly.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter.

The transferring member will have one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$0 at this point. This may be reviewed and amended in the future.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, and secretary.

Section 2. Student officers shall be elected among the incoming eighth grade students at the second meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.



Section 3. Voting shall be by secret ballot. 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.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Additional meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

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 for choosing and participating in an individual service project which reflects his or her particular talents and interests and as



approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Students will be required to complete a minimum of four (4) service hours each trimester, for a total of twelve (12) hours each year. This will be evaluated at the end of each trimester and may impact student enrollment if not fulfilled.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Grass Lake School chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing, take an active role in service and leadership to his/her school and community and display behavior consistent with our mission.

Section 2. Any member who falls below the standard of a 3.5 minimum cumulative GPA will be considered for discipline or dismissal. This will be assessed each trimester. Additionally, students who are earning a failing grade in any class, or have an excessive amount of missing assignments (more than two per subject area) will be suspended from participating in any and all group activities until they are passing all courses with no missing work. There will be no alterations in expectations for service hours for students who are suspended for any length of time.

In situations where students fail to meet the GPA standard at re-evaluation time, they will, in a first instance, be put on probation. During this time, students will still be required to earn service hours and attend meetings, however they will not join the group on any field trips taken during the school day so as to give them ample class time to raise their GPA.

If a student fails to meet the GPA standard for a second trimester, they will be removed from the organization, pending a midterm grade evaluation. If the student is meeting the GPA requirement at the midterm point, they will continue with the organization and participate in all events. If they do not meet the required GPA at the midterm point, they will leave the organization.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited



to stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs, alcohol, or any other illegal substances at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, any detentions, or multiple (more than one) action forms), as well as any student who is issued an In-School Suspension or a Friday School will receive written warning notification. A conference may be requested by either party (faculty council or student/parent).

If the member is involved in another violation of the school conduct code or is demonstrating behavior that is inconsistent with the organization's mission, the member may be considered for dismissal.

In situations where students fail to meet the behavior/conduct standard at re-evaluation time, they will, in a first instance*, be put on probation. During this time, students will still be required to earn service hours and attend meetings, however they will not join the group on any field trips taken during the school day so as to give them ample class time to change their behaviors. *If it is determined by the chapter adviser, school principal, and/or faculty council that the negative behaviors displayed by the student are overly excessive or disruptive, the student may be dismissed immediately from the organization rather than first being put on probation.

If a student fails to meet the behavior/conduct standard for a second trimester, they will be removed from the organization, pending a midterm grade evaluation. If the student is meeting the requirement at the midterm point, they will continue with the organization and participate in all events. If they do not meet the requirement at the midterm point, they will leave the organization.

Students who, at the time of trimester re-evaluation, are not meeting either the GPA requirement or the behavior/conduct requirement will be dismissed from the organization, regardless of whether it is the first trimester for either/both offenses. Because scholarship and leadership are main pillars of the organization, failure to comply in both areas shows a lack of dedication to the overall mission of the National Junior Honor Society.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Students who do not submit proper documentation of completing all required service hours by the last day of the final trimester will not be eligible to rejoin in the fall of the next year, regardless of GPA and/or conduct.



In order to be allowed to wear NJHS cords at graduation, eighth grade students must meet the behavior and GPA requirements for the duration of their eighth grade year, in addition to completing and submitting proper documentation of all of their required service hours prior to one full week before the ceremony.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

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 V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).