



Trout Creek Academy National Junior Honor Society Bylaws

ARTICLE I: Name and Purpose

- Section 1: The name of this organization shall be the National Junior Honor Society of Trout Creek Academy
- Section 2: The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership within the school and community, to develop members of strong character, and to encourage citizenship in the students of Trout Creek Academy.
- 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, 20191.

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.
- Section 3: The principal shall be a part of the Trout Creek chapter appeals process for non-selection or dismissal cases.

ARTICLE III: Powers

- Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.
- Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
- Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.
- Section 4: 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: The Chapter Advisers

- Section 1: The chapter advisers shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students and community.
- Section 2: The chapter advisers shall maintain files on membership, chapter history, activities and financial transactions.
- Section 3: The chapter advisers shall regularly review each member for compliance with the Society standards and obligations.
- Section 4: The chapter advisers shall help the chapter officers understand and carry out their duties.



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ARTICLE V: 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 rising seventh or eighth grade students.
- b. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.50 on a 4.0 scale in their core classes.
- c. The seventh grade cumulative GPA will be based on the average of 1st – 3rd quarter in the sixth grade. The eighth grade cumulative GPA will be the average of 1st – 3rd quarter of the seventh grade.
- d. The candidate must complete the student application, submit three core faculty evaluation forms from the current year and submit a copy of their report card from 1st – 3rd quarter. If the student fails to include any of these components for candidacy for the NJHS, they will automatically be disqualified from further consideration.
- e. Students will not be considered for membership if they have received 3 or more demerits per current school year, Lunch Detention, In School Suspension or Out of School Suspension.
- f. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.
- g. The adviser(s) will issue letters of invitation to students who have met all criteria for scholarship, leadership, service, character, and citizenship.
- h. To finalize membership, students must show their acceptance of invitation by attending the induction ceremony.

ARTICLE VI: Selection of Members

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty advisers, who are appointed by the school principal. A member of administration shall be the final, nonvoting, *ex officio* member of the faculty.

Section 2: The selection of active members shall be held once a year during the second semester of the previous school year.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. The core teachers shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- c. 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.

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 faculty council shall grant to the



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transferring member 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 VII: Obligations of the Members

- Section 1: Members are required to uphold all standards by which they were selected and maintain all obligations of membership.
- Section 2: Members must maintain an overall GPA of 3.50 (cumulative) in their core classes every quarter. Copies of quarterly report cards will be submitted by the NJHS member to the adviser by a stated deadline. In the event that a member petitions a grade changes from a teacher, it will be the policy of the chapter to honor the grade printed on the report card until official notification is received by the chapter adviser.
- Section 3: Members must complete and turn in to their adviser a total of fifteen (15) service hours by the stated deadline.
- Section 4: Attendance at the induction ceremony is required unless special accommodations are made in advance.
- Section 5: Annual dues for this chapter shall be \$20 and are due by the stated deadline.
- Section 6: 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 7: Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 8: At the end of their seventh-grade year, rising eighth graders that are returning members must complete the form of intent to maintain membership. Forms must be turned in to the adviser by the given due date.

ARTICLE VIII: Discipline and Dismissal Procedures

- Section 1: Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for dismissal from the Trout Creek Academy chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.
- Section 2: A member who is on probation, will remain so for one grading period. While on probation, the student may not receive any disciplinary action and must remedy the causation of their probation. Members that receive 2 demerits will be placed on probation for the following quarter. If the Member has no disciplinary warnings during the probationary period and meets the minimum GPA requirement, then the probation will be lifted, and the Member will be restored to good standing. Otherwise, the Member will be dismissed from NJHS.
- Section 3: A member whose cumulative GPA falls below 3.50 at the end of a quarter shall be notified in writing that he/she is being placed on probation for the entire quarter immediately following the grading period. During the probation period, he/she is allowed to participate in all chapter activities except to run for office. If the members' GPA returns to a 3.50 or better at the end of the quarter of probation, the probation will be lifted. Otherwise, the member is subject to dismissal.
- Section 4: Violations of the law or school regulations will result in immediate 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 or alcohol at



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school or school-related activities or in the community. These are in addition to any Level 3 or Level 4 offense.

ARTICLE IX: Officers

Section 1: The officers of the chapter shall be president, vice president, secretary, and treasurer, public relations and/or any other officer deemed necessary to carry out the work of the chapter.

Section 2: Candidates for any office must be a rising eighth grade member.

Section 3: Members on probationary status may not run for an office.

Section 4: Elections shall be held at a set meeting time by secret ballot; any necessary runoffs will be conducted at a later appropriate time. 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 5: Possible duties of the officers are described below:

- a. Presidential duties include, but are not limited to:
 - i. It shall be the duty of the president to preside at the meetings.
 - ii. Serve as the official representative of the chapter at school and community functions, including:
 1. NJHS induction
 2. Eighth Grade Awards Ceremony
 - iii. Coordinate chapter service projects
 - iv. Assist NJHS adviser with induction ceremony.
- b. Vice Presidential duties include, but are not limited to:
 - i. Shall preside in the absence of the president
 - ii. Shall also keep a record of members' contributions to leadership and service.
 - iii. Directs any NJHS sponsored fund raising activities.
- c. Secretary duties include, but are not limited to:
 - i. Keep a complete record of the chapter's meetings and activities
 - ii. Record and answer all of the chapter's correspondence.
 - iii. Keep a complete record of the NJHS members and their attendance.
- d. Public Relations duties include, but are not limited to:
 - i. Coordinate pictures of all NJHS activities and events.
 - ii. Coordinate with yearbook for coverage of NJHS events.
 - iii. Organize NJHS files, pictures, bulletin board and Schoology page.
- e. Treasurer duties include, but are not limited to:
 - i. Assist with fundraising activities throughout the year
 - ii. Keep count of the service hour log
 - iii. Keep the record of business expenses, dues, and all other financial transactions of the chapter.
 - iv. Assist the president and adviser with any needs.

Section 6: An officer may be removed from office for not fulfilling the duties and responsibilities of the office and/or for having academic problems. The same procedure used to dismiss a member would be followed to remove an officer. Officers will be removed if placed on a probationary period but will remain a member of the chapter if their GPA is brought up to 3.5 and have no disciplinary actions.



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Section 7: Replacement of officers and/or committee heads who have been dismissed for any reason will be at the discretion of the adviser/principal.

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 X: Service Hours

Section 1: All members will be required to complete the assigned number of individual service hours by the stated deadline. All students must complete 15 service hours.

Section 2: Students participating in service projects are expected to behave as they would at a school function and to follow directions set by teachers or parents.

Section 3: Failure to fulfill the required hours will prevent the member from participating in the end of year field trip and dismissal from NJHS for the following school year.

ARTICLE XI: Activities

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

Section 2: 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 XII: Dues and Field Study Payments

Section 1: Dues are a necessity to maintain NJHS costs for such events as our Induction Ceremony

Section 2: All dues are considered a tax credit donation.

Section 3: The dues assessed to members of this chapter are set at \$20 per school year. If there is a hardship, it is the responsibility of the student to let the advisor know.

Section 4: Failure to pay dues by the stated deadline will result in dismissal from NJHS.

Section 5: Dues and field trips are non-refundable should a member be dismissed for any reason.

ARTICLE XIII: Ratification, Approval, and Review

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

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

ARTICLE XIV: AMENDMENTS

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 current members at least one week prior to the vote. The exceptions are Articles III, VI, and VIII.



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We have read and agreed to the bylaws put in place for the Trout Creek Academy Chapter of the National Junior Honor Society effective immediately on the date listed below.

Signature of Current Principal

Date

Signature of Current NJHS Advisor

Date

Signature of Current 7th Grade Adviser

Date