

**BY-LAWS OF THE MONTGOMERY VILLAGE**  
**MIDDLE SCHOOL CHAPTER OF THE**  
**NATIONAL**  
**JUNIOR HONOR SOCIETY**

**ARTICLE I**  
**NAME AND PURPOSE**

Section 1. The name of this organization shall be the *Montgomery Village Middle School Chapter* of the National Junior Honor Society.

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 students of Montgomery Village Middle School.

Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSAP), 1904 Association Drive, Reston, Virginia, 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 local school district appeal process for non-selection or dismissal cases.

**ACTICLE 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 a 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 administrator may be included on the faculty council.

Section 2. The terms 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 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 majority vote of at least 4 votes of 5 of the 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 Nation Junior Honor Society.

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

Section 4. A National Junior Honor Society member who transfers to another school and takes 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 class only.

Section 2. Candidates must have a cumulative scholastic grade point average of at least a 3.5. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3. The selection of each member to the chapter shall be by a majority vote (4 of 5) of the faculty council.

Section 4. 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 5. 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**  
**DISCIPLINE/DISMISSAL**

Section 1. The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, will develop a dismissal procedure. A written description of the discipline/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. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

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 from the chapter may appeal the decision of the faculty council under the same rules for disciplinary appeals as the school district.

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

**ARTICLE VIII**  
**NOMINATION AND ELECTION OF OFFICERS**

Section 1. The officers of this chapter shall be president, vice-president, secretary, and treasurer.

Section 2. The current members of NJHS shall elect officers at a regular meeting. This shall occur for the first time in the Chapter's history in March and again in early September 2005. Current members will nominate themselves or other current NJHS members, and then an election will occur in ballot form. The students running for each office will win the office by majority vote.

**ARTICLE IX**  
**OFFICERS' DUTIES AND RESPONSIBILITIES**

Section 1. The duties of the president shall occur for one school year term. The president will be dedicated to building enthusiasm for leadership, service, community involvement, and citizenship. The president will work with the faculty advisor and the other officers in order to assure that all members understand the chapter's goals. The president will make sure that everyone knows what is expected of him or her and how to do it. The president will attend meetings regularly. The president will check regularly on the progress of projects. The president will resist the urge to take over and do everyone else's job. The president is the one officer who needs to remind individuals how their specific jobs fit into the overall goals of the group. He or she helps the organization stay on target by setting aside time in meetings to review what the group said it wants to do, and to evaluate the progress. The president will model the behavior expected from all members. By planning ahead, listening, organizing, and keeping commitments, the president will model to others the need to do the same.

Section 2. The office of the vice president shall be to show responsibility for supervising the operations of the entire organization. He or she is to be as well informed as the president. He or she is to be prepared to assume more responsibility if needed. The vice president will be the Coordinator of Committees by meeting with all committee heads, keeping a record of projects, and keeping a list of each committee's time-line. He or she will work with the other officers and the faculty adviser. He or she will attend meetings regularly and act as a role model for the group. He or she will participate in meetings by contributing in the problem solving.

Section 3. The secretary will attend meetings regularly and keep attendance records, service hour records, and post attendance records to encourage representatives and officers to attend meetings. The secretary will help with meeting room set-ups and handouts. He or she will take minutes of meetings and make them available. He or she will type up the agenda of the meetings and get it to members at least two days in advance. He or she shall attend Executive meetings as well as general meetings. He or she will write out thank-you cards and deliver them and set up a delivery system in order to deliver information in a timely manner. He or she will help maintain the NJHS bulletin board, read

the minutes at the meetings, create a phone tree, and create standard forms when necessary. He or she will work with the faculty adviser and act as a role model for the members.

Section 4. The office of the treasurer is to keep accurate and complete accounts and plans. Careful bookkeeping is the key to financial responsibility. All bills are cleared through the treasurer. The treasurer's time, ideas, involvement, and encouragement are very important. He or she will make sure that money received balances with money spent. He or she shall attend executive meetings as well as general meetings. He or she will work with the faculty adviser and act as a role model for the members.

## **ARTICLE X** **EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the offices 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 actions 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 activities and procedures follow school policy and regulations.

## **ARTICLE XI** **MEETINGS**

Section 1. The Montgomery Village Middle School Chapter shall meet regularly during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The president or another designated student leader may call special meetings approved by the executive committee.

## **ARTICLE XII** **ACTIVITIES**

Section 1. The chapter shall be involved in one or more service projects during the school year.

Section 2. Each member shall be involved in an individual service project as approved by the chapter adviser.

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 a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. Each member will contribute at least fifteen hours of service each school year (not including 2005 school year) and will keep a log of hours and activities.

### **ARTICLE XIII** **AMMENDMENTS**

Section 1. This constitution may be amended at any meeting of the National Council or by an affirmative vote of five members of the Montgomery Village Middle School NJHS executive board.