**National Junior Honor Society**

**Parkland Magnet Middle School**

**for Aerospace Technology**

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|  **Member handbook** **2012-2013** |
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**PARKLAND MAGNET MIDDLE SCHOOL**

**NATIONAL JUNIOR HONOR SOCIETY**

Dear NJHS Members,

On behalf of the entire Parkland community, it is my privilege to welcome you as a member of the National Junior Honor Society. You have worked very hard excelling in scholarship, leadership, citizenship, service, and character. May you always exhibit these characteristics. Please take the time to review this handbook and all the necessary requirements asked of you to continue your membership as a NJHS member. Again, we are very proud of your accomplishments and best wishes for your future advancement.

Sincerely,

Benjamin T. OuYang, Ph. D.

Principal

**NATIONAL JUNIOR HONOR SOCIETY PILLARS OF EXCELLENCE**

**SCHOLARSHIP**

The student who achieves scholarship:

* Is a seventh or eighth grader who has proven him/herself academically by maintaining a cumulative middle school grade point average of 3.5 or above

**LEADERSHIP**

The student who exercises leadership:

* Is resourceful in proposing new problems, applying moral and ethical principles, and making appropriate suggestions
* Demonstrates leadership in promoting school activities
* Exercises influence on peers in upholding school ideals
* Contributes ideas that improve the civic life of the school
* Is able to delegate responsibilities
* Exemplifies a positive attitude
* Inspires positive behavior in others
* Demonstrates academic initiative
* Successfully holds school offices or positions of responsibility
* Conducts business efficiently and effectively and is reliable and dependable without prompting
* Demonstrates leadership in the classroom and in school activities
* Is thoroughly dependable in any responsibility accepted

**SERVICE**

The student who serves:

* Is willing to uphold scholarship and maintain a loyal school attitude
* Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
* Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
* Works well with others and is willing to take on difficult or inconspicuous responsibilities
* Cheerfully and enthusiastically renders any requested service to the school
* Is willing to represent the class or school in inter-class and inter-scholastic competition
* Does committee and staff work without complaint
* Shows courtesy by assisting visitors, teachers, and students

**CHARACTER**

The student of character:

* Takes criticism willingly and accepts recommendations graciously
* Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
* Upholds principles of morality and ethics
* Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
* Demonstrates the highest standards of honesty and reliability
* Shows courtesy, concern, and respect for others
* Observes instructions and rules and practices punctuality and faithfulness both inside and outside of the classroom
* Has powers of concentration and sustained attention as shown by perseverance and application to studies
* Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and plagiarism, and showing unwillingness to profit by the mistakes of others
* Actively helps to rid the school of bad influences

**CITIZENSHIP**

The student who demonstrates citizenship:

* Understands the importance of civic involvement
* Has a high regard for freedom and justice and respects the American form of government
* Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs

**THE FIVE CONSTITUTIONAL OBLIGATIONS OF A DULY INDUCTED MEMBER**

1. **Dues** (Article IV, Section 3)—Members may be asked to pay $15 annual chapter dues. For this amount and any other obligatory expenses bestowed upon members, the school should be able to provide alternative sources of funding for those students who may be incapable of paying. The authentic inability of a member or his or her family to pay such financial obligations should not be the reason for discipline or dismissal of any member. Chapters are not required to charge dues, but once established, members can be required to meet this obligation in a timely manner.
2. **Maintaining Standards** (Article VIII, Section 1)—Once selected, all members are expected to maintain the standards by which they were selected. Members are well informed concerning what those selection standards were as published in the description of the local selection process.
3. **Meetings** (Article XIII, Section 1)—Chapters hold meetings and may require members to attend. The schedule of these meetings should be well publicized and planned.
4. **Chapter Service Projects** (Article XIV, Sections 1 and 2)—All chapters are required to sponsor a chapter service project and all members are required to participate, assuming that the project meets the criteria as outlined in the Constitution.
5. **Individual Service Projects** (Article XIV, Section 4)—In addition to the chapter service project, members are to engage in additional service according to their own talents and interests. The quantity of this service and the degree to which the chapter monitors this activity should be defined in the chapter bylaws.

Additional obligations (Article XVI, Section 2)—If additional obligations exist for members of the chapter, such obligations should be spelled out in the chapter bylaws for all members to see. It is recommended that a set of these bylaws be presented to each member yearly as a reminder of these and all member obligations (See Appendix D).

**NATIONAL JUNIOR HONOR SOCIETY DISCIPLINE AND DISMISSAL PROCEDURES**

National Junior Honor Society membership is a privilege. Students enter the society through their demonstration of scholarship, citizenship, leadership, character, and service. Members must continue to exemplify these qualities and also meet the scholarship, service, and written requirements as outlined in the application packet and reviewed during the first general meeting. Any member failing to maintain these standards may be subject to discipline or dismissal, according to the procedures outlined below.

“There is no automatic dismissal from NJHS.” In accordance with the NJHS constitution, Article X, “members who fall below the standards that 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 in the case of flagrant violation of school rules or the law, a member does not have to be warned. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council,” which will decide the question of dismissal by majority vote. “A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district. NASSP shall hear no appeals in dismissal cases.”

1. Each quarter the NJHS adviser will review school and society documentation to determine that members still meet the requirements for membership. If a concern is found, the member will receive a warning letter from the adviser describing the concern, identifying the risk for discipline or dismissal, and the opportunity and deadline for the member to correct the violation. The NJHS adviser will notify the Faculty Council of warning letters sent and will provide status on violations being corrected. In the event of a flagrant violation, no warning letter will be given and the Faculty Council will ask for a hearing.
2. In addition to the quarterly review by the adviser, all faculty and administration will be alerted to violations of membership requirements. Concerns may be brought to the attention of the Faculty Council.
3. If a student member does not satisfactorily correct the violation, or if a violation is flagrant, a hearing in front of the Faculty Council will be scheduled. One week prior to the hearing, the adviser will send a letter to the student member notifying him or her of the risk of discipline or dismissal and the date and time of the member’s hearing. The member may respond to the letter either in writing or in person.
4. The Faculty Council will review the case during the formal hearing and hear the student member’s response to the concerns. In a private session after the hearing, the Faculty Council will decide by majority vote to discipline or dismiss the member. If a member does not appear to his/her hearing and does not attempt to contact the Faculty Council to make arrangements for a new hearing, then the council will make its decision without the member’s input.
5. The results of the hearing will be summarized in a letter and sent to the student and parents. Members that are dismissed must surrender their NJHS emblem pins to the adviser.
6. To resign from NJHS, members must submit a written letter of resignation, signed by themselves and their parent(s). Verbal resignations are insufficient to end membership.

**NATIONAL JUNIOR HONOR SOCIETY PLEDGE**

I pledge myself to uphold

The high purposes of the National Junior Honor Society

To which I have been selected.

I pledge to maintain high scholastic standing

While I strive to be a model student at all times.

I pledge to hold as fundamental and worthy

An untarnished character,

To endeavor intelligently and courageously

To be a leader and good citizen,

And to give myself freely in service to others.

I will be loyal to my school; and dedicate my time and energy

In doing all the above.

I shall prove myself worthy of a place in the

National Junior Honor Society.

**NATIONAL JUNIOR HONOR SOCIETY OFFICER EXPECTATIONS**

**President**

* Calls and presides over meetings
* Provides leadership skills
* Organizes fundraisers in conjunction with the Vice-President
* Meets with adviser prior to each meeting to review agenda
* Participates in annual induction ceremony

**Vice-President**

* Helps preside over chapter meetings in the absence of the President
* Records service hours for members
* Organizes fundraisers for the chapter
* Participates in annual induction ceremony

**Secretary**

* Records minutes at all group meetings
* Submits meeting minutes via email to the adviser and members within one or two days
* Helps adviser with organization at meetings
* Assists Vice-President with recording service hours
* Obtains service opportunities and reports at meetings
* Works with the adviser to make any necessary changes to chapter bylaws
* Participates in annual induction ceremony

**Treasurer**

* Keeps track of all expenses, dues, and other financial transactions
* Participates in annual induction ceremony

**Historian**

* Keeps bulletin board current with events, pictures, etc. and create a scrapbook of events throughout the year
* Participates in annual induction ceremony

**Parliamentarian**

* Ensures that all meetings are being governed and following *Robert’s Rules of Order*
* Coordinates a parliamentarian training at the beginning of the school year
* Participates in annual induction ceremony

**CONSEQUENCES FOR OFFICERS WHO FAIL TO PERFORM DUTIES**

1. If an officer fails to perform his or her duties, the officer will receive a warning letter from the adviser describing the concern, identifying the risk for discipline or removal from the position, and the opportunity and deadline for the member to correct the violation. The NJHS adviser will notify the Faculty Council of warning letters sent and will provide status on violations being corrected.
2. If an officer does not satisfactorily correct the violation, a hearing will be scheduled and held by the Faculty Council. One week prior to the hearing, the adviser will send a letter to the student member notifying him or her of the risk of discipline or removal from the position and the date and time of the member’s hearing. The member may respond to the letter either in writing or in person.
3. The Faculty Council will review the case during the formal hearing and hear the officer’s response to the concerns. In a private session after the hearing, the Faculty Council will decide by majority vote to discipline or remove the officer from the position. If a member does not appear to his/her hearing and does not attempt to contact the Faculty Council to make arrangements for a new hearing, then the council will make its decision without the member’s input.
4. The results of the hearing will be summarized in a letter and sent to the officer and parents.

**NATIONAL JUNIOR HONOR SOCIETY GENERAL MEETING SCHEDULE**

All NJHS general meetings are held biweekly, on Thursdays, after school from 2:50-4:00pm. NJHS executive board meetings are as needed on Thursdays. Activity buses will be available contingent on the adopted MCPS budget for the 2012-2013 school year. All members are required to attend meetings. If you cannot attend a meeting, please complete and submit a *Missed Meeting Form* (see Appendix C) to your adviser.

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| **2012** | **October-December** |
| **October** | * 4 General Meeting
* 18 General Meeting
 |
| **November** | * 1 General Meeting
* 15 General Meeting
* 29 General Meeting
 |
| **December** | * 13 General Meeting
* 27 General Meeting – Cancelled due to Winter Break
 |
| **2013** | * **January-June**
 |
| **January** | * 10 General Meeting
* 24 General Meeting
 |
| **February** | * 7 General Meeting
* 21 General Meeting
 |
| **March** | * 7 General Meeting
* 21 General Meeting
 |
| **April** | * 4 General Meeting
* 18 General Meeting
 |
| **May** | * 2 General Meeting
* 16 General Meeting
* 30 General Meeting
 |
| **June** | * 6 General Meeting
 |

**NATIONAL JUNIOR HONOR SOCIETY ROSTER OF CURRENT MEMBERS 2012-2013**

Acacia Overstreet

Alexus Edwards

Aurora McKenzie

David Edimo

David Kramer

Dona Ann Thomas

Ferzam Mohammad

Heven Haile

Jackfille Pierre

Joyce Chung

Julianne Noveras

Kendall Hamilton

Mizpah Agyapong

Nailah Chowdhury

Nidhi Mathew

Niki Patel

Rebecca Gutema

Rejoice Attor

Salamawet Girma

Shreya Khanna

Thanushree Manjunath

Yohanes Shiferaw

**NATIONAL JUNIOR HONOR SOCIETY ROSTER OF OFFICERS 2012-2013**

**President**

Kendall Hamilton

**Vice-President**

Thanushree Manjunath

**Secretary**

Niki Patel

**Treasurer**

Rejoice Attor

**Historian**

Heven Haile

**Parliamentarian**

Julianne Noveras

**NATIONAL JUNIOR HONOR SOCIETY COMMITTEES**

**SCHOLARSHIP**

Job description: To provide mentoring and tutoring projects and supervision, honor roll postings, motivation programs, etc.

Committee Chairperson: **Aurora McKenzie**

**LEADERSHIP**

Job description: To supervise officer training, create member’s handbook, review bylaws and revision in conjunction with adviser, etc.

Committee Chairperson: **David Kramer**

**SERVICE**

Job description: To fulfill the chapter’s obligations to both school and community, organizing and implementing service projects, and assists of keeping track of service hours of members.

Committee Chairperson: **Alexus Edwards**

**CHARACTER**

Job description: To develop and monitor a code of ethics and provide inspirational quotations for each meeting.

Committee Chairperson: **Mizpah Agyapong**

**CITIZENSHIP**

Job description: To promote political issues affecting students and education, and supporting community activities.

Committee Chairperson: **Yohanes Shiferaw**

**FUNDRAISING**

Job description: To organize fundraising opportunities with local businesses for the chapter.

Committee Chairperson: **Shreya Kramer**

**NATIONAL JUNIOR HONOR SOCIETY CONTACT INFORMATION**

**Advisers**

Ms. Animashaun Simbi\_M\_Animashaun@mcpsmd.org

Ms. Wingate Jennifer\_S\_Wingate@mcpsmd.org

**Officers**

**President**

Kendall Hamilton kendall.hamilton1999@gmail.com

**Vice-President**

Thanushree Manjunath thanushreem@gmail.com

**Secretary**

Niki Patel princesspatel1999@gmail.com

**Treasurer**

Rejoice Attor kimmy3090@gmail.com

**Historian**

Heven Haile hevenhaile@gmail.com

**Parliamentarian**

Julianne Noveras jNoveras21@gmail.com

**Members**

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Jackfille Pierre:                       jackfillepierre@hotmail.com
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Salamawet Girma salgirma626@gmail.com

Shreya Khanna shreyakhanna99@yahoo.com

Yohanes Shiferaw yohanesshiferaw@aol.com

**APPENDIX A**

**Chapter Bylaws**

***National Junior Honor Society***

***Parkland Magnet Middle School for Aerospace Technology***

***Chapter Bylaws***

**Article I: Name and Purpose**

Section 1. The name of this organization shall be the Parkland Chapter of the National Junior Honor Society (NJHS) of Parkland Magnet Middle School for Aerospace Technology.

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

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 22091-1537.

**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 appoint annually a member of the faculty as chapter adviser and the Faculty Council who may serve consecutive terms.

Section 3. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

**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 report to the national office.

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

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

Section 5. The chapter adviser shall be an ex-officio, nonvoting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed by the principal, and may serve consecutive terms.

**Article IV: Faculty Council**

Section 1. The Faculty Council shall consist of five voting members appointed annually by the principal. No principal and assistant principal may be included on the Faculty Council.

Section 2. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 3. The Faculty Council term shall be one year. Members may be appointed to consecutive terms.

Section 4. The Faculty Council shall be responsible for the selection of candidates for membership.

Section 5. The Faculty Council shall hear appeals in cases of dismissal.

Section 6. The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, other disciplinary actions, and warning cases.

**Article V: Membership**

Section 1. Membership is an honor bestowed upon a student. Membership selection is by the Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Candidates become members when inducted at a special annual ceremony.

Section 3. A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the Parkland Chapter adviser shall be accepted automatically as a member in the Parkland Chapter. Transfer members must meet the chapter’s standards within one semester in order to retain membership.

Section 4. 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 in the second semester seventh grade or in eighth grade at Parkland Magnet Middle School for Aerospace Technology. Except for students who are transfers, candidates must have been in attendance at the school the equivalent of one semester. Candidates who are selected during their eighth grade year will not be allowed to hold office, but will have official voting rights.

Section 2. Candidates must have a **cumulative** grade point average of 3.5 or higher and have not had an administrative referral recorded for the year that they are being considered as a candidate. Candidates shall then be evaluated for membership in the society on the basis of service, leadership, character, and citizenship. Candidates will complete the Candidate Form, which outlines the candidate’s accomplishments in the areas of Service and Leadership. Candidates without the requisite number of Student Service Learning (SSL) hours will submit official documentation of their service hours with their form in order to be considered for membership.

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

1. Students’ academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically “candidates” shall be notified and asked to complete and submit the Candidate Form for further consideration.
3. The entire Faculty Council shall evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
4. The Faculty Council shall review the Candidate Form and faculty evaluations in order to determine membership.

Section 4. Chapter member selection shall be by a majority vote of the Faculty Council after reviewing all information concerning the candidate.

Section 5. The selection procedure description 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. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be inducted into the chapter.

Section 7. All candidates “not selected” should have a list of criteria as to why they were not selected.

Section 8. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

**Article VII: Discipline and Dismissal**

Section 1. In compliance with the rules and regulation of the National Junior Honor Society, the Faculty Council shall determine the procedure of discipline and dismissal.

Section 2. Members who fall below the standards that 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 the law, a member does not necessarily have to be warned.

Section 3. Members whose cumulative grade point average falls below 3.5, which will be reviewed quarterly, shall receive a copy of the warning. A copy of the warning shall be signed by the member and his or her parent and returned to the chapter adviser. The member shall be placed on probation and given 9 weeks to correct the deficiency. At the end of the probation period, if the deficiency is not corrected, the member will have a hearing.

Section 4. It is expected that National Junior Honor Society members will maintain the highest standard of behavior. Behavior referrals resulting from any violation of school code/policy are subject to review from the Faculty Council each quarter. Members can be dismissed from the National Junior Honor Society if the Faculty Council deems that the severity of misconduct or the frequency of referrals is inappropriate to the integrity of the National Junior Honor Society.

Section 5. Public law violations or school regulation violations can result in dismissal of a member. These violations include, but are not limited to, stealing, assault, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 6. An offender of the school conduct code (these infractions include the use of profanity, bullying, failure to comply, unexcused absence, and excessive tardiness) will receive a written warning notification. At this point, the Faculty Council, student, or parents may request a conference. After a hearing regarding the first offense, if the member is involved in another violation of the school conduct code, the member will be dismissed.

Section 7. In all cases regarding possible dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 8. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter to Montgomery County Public Schools.

Section 9. 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 six (6) board members in the seventh grade, depending on nominations and election results.

Section 2. Board members shall be elected at a chapter meeting. Time, methods, and procedure for nominations will be determined at the beginning of each school year by the chapter adviser, Faculty Council, and principal.

**Article IX: Board Member Duties and Responsibilities**

Section 1. The Officers and their duties are as follows:

* President – conducts the meeting.
* Vice President – serves in the absence of the President and performs other duties as directed by the chapter adviser.
* Secretary – keeps the attendance for each meeting. He or she records a summary of the meetings and attends to clerical duties.
* Historian – keeps bulletin board current with events, pictures, etc.
* Parliamentarian – assist the President and Vice President keep order during meetings, using Robert’s Rules of Order.
* Treasurer – keeps track of chapter finances.

Section 2. Members interested in running for office should complete an officer application. A parent must sign the application.

**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.

Section 3. The executive committee shall have the responsibility for insuring that chapter activities and procedures follow school policy and regulations.

**Article XI: Meetings**

Section 1. The Parkland Chapter shall hold regular meetings. Meetings will meet bimonthly in accordance to the school calendar.

Section 2. Special meetings approved by the executive committee may be called by the chapter adviser.

Section 3. The Parkland Chapter shall conduct meetings according to *Robert’s Rules of Order, Newly Revised* in all points not provided expressly for in the constitution or the chapter bylaws.

**Articles XII: Dues**

Section 1. Each chapter shall pay a chartering fee determined by the NASSP Board of Directors.

Section 2. Each chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 3. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed $20 inclusively. Dues will be $15 per year for members who commit to the purposes of NJHS.

Section 4. Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter.

**Articles XIII: Activities**

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

Section 2. All members shall participate regularly in service projects at Parkland Magnet Middle School for Aerospace Technology.

Section 3. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and 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 interest. This is in addition to the chapter projects in which all members contribute.

Section 5. Each member shall complete 25 hours of community service yearly. The hours must be documented, and the documentation turned into the chapter adviser by the end of March.

Section 6. The chapter shall publicize its projects in a positive manner.

**Article XIV: Bylaws**

The National Junior Honor Society bylaws are a constitutional mandate (Article XVI). Therefore, be it known that *these* bylaws conform to the guidelines and regulations of the National Constitution of the National Junior Honor Society of Secondary Schools. Bylaws of established NJHS Chapters were consulted in the writing of the Parkland Chapter bylaws. These bylaws will be reviewed annually.

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Benjamin T. OuYang, Principal Date

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Simbi Animashaun, Chapter Adviser Date

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Kendall Hamilton, Chapter President Date

**APPENDIX B**

**Robert’s Rules of Order Cheat Sheet**

***ROBERT’S RULES OF ORDER***

**The Agenda - Choreography of Rights and Abuses**

**The more serious an issue is, the more the reason to insist that the issue be included on the agenda, and that the agenda includes explicit starting time for each major section.** The easiest way to defeat an issue is to take so much meeting time so that the issue never comes up. If the agenda specifies times for the major sections, you can always assure that your issue will be addressed before the meeting is adjourned.

**An agenda according to Robert's (RONR(10th ed.),p.342-351), with a few comments.**

1. **Reading and approval of the minutes.**
(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)
2. **Reports of Officers, Boards, Standing Committees.**
(This includes correspondence, treasurer's report, etc. Treasurer's report is never adopted or voted upon unless it has been audited. )
3. **Reports of Special Committees.**
(Each report could conclude with a motion which the assembly must address.)
4. **Special Orders.**
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
5. **Unfinished Business and General Orders.**
(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section. Only a clueless chair would ask the assembly, 'Is there any unfinished business?')
6. **New Business.**
(This is when the chair and the parliamentarian can be surprised by the sequence of events. It is best to always anticipate issues the membership may present, or else be embarrassed by the complications.
It is at this time that announcements, educational programs, and speakers are introduced.)
7. **Adjournment.**
(A motion to adjourn may be made at any time of the meeting. The assembly ******should never be forced to meet longer than it is willing to meet.)

**Adopted from, http://www.roberts-rules.com/parl02.htm**

***ROBERT’S RULES OF ORDER***

Six Steps to Every Motion

**Every motion requires 6 steps (with** [**some exceptions**](http://www.roberts-rules.com/parl10.htm) **). The shoulds and shouldn'ts are as follows:** (RONR(10th ed.),p.31-54)

**STEP 1. A member stands up, is recognized, and makes a motion;**
***Common Mistake:*** *Members do not stand up, do not wait to be recognized, and typically start to discuss their motion before completing STEP 2, STEP 3, and STEP 4 below!*

**STEP 2. Another member seconds the motion;**
***Common Mistake:*** *The person seconding the motion dives into the merits of the motion.*

**STEP 3. The presiding officer restates the motion to the assembly;**
***Common Mistake:*** *Motion is restated differently from the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.*

**STEP 4. The members debate the motion;**
***Common Mistake:*** *Debate gets out of control in temper, in duration, in relevance! Members talk at each other across the room rather than through the presiding officer.*

**STEP 5. Presiding officer asks for the affirmative votes & then the negative votes;**
***Common Mistake:*** *The presiding officer states 'All in favor' and fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.); or the negative vote is never requested or counted!*

**STEP 6. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.**
***Common Mistake:*** *Presiding officer fails to pronounce the result of the voting! No one is instructed to take action. Commonly, dead silence follows because the presiding officer is lost* *and stares at the assembly*

**Adopted from, http://www.roberts-rules.com/parl02.htm**

**APPENDIX D**

**Missed Meeting Form**

NJHS MISSING MEETING FORM

If you are unable to attend our mandatory after school meeting, please complete this form and return it to Ms. Animashaun BEFORE the meeting you will miss. Each member may have one absence without penalty. Additional absences may result in disciplinary action which may include completing additional service hours or being dismissed from NJHS.

In the event you are sick and are not at school to turn in this form, please do so upon your return to school.

Member name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade \_\_\_\_\_

Date of meeting you will miss: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for missing meeting: