



**SUSSEX ACADEMY**  
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## **Bylaws of Sussex Academy Chapter of the National Junior Honor Society**

### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization shall be the Sussex Academy 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, and to develop character in the students of Sussex 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 20191-1537.

### **ARTICLE II: MEMBERSHIP**

Section 1. Membership in the Sussex Academy Chapter of the National Junior Honor Society shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. 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, and Character.

#### **Section 3. Eligibility**

Candidates eligible for selection to this chapter must be actively enrolled as seventh or eighth graders.

a. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Sussex Academy. *(Note: Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present administration should seek a recommendation from the previous school pursuant to the candidate's selection.)*



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*On the basis of the recommendation of the previous school administrator, the Faculty Council may waive the semester regulation.).*

b. Candidates eligible for selection to the chapter shall have a minimum cumulative core GPA of 87 at the end of the most recent school year. Additionally, if the membership evaluation takes place after the first marking period of a school year, candidates shall have maintained a cumulative core GPA of 87 or higher on all marking periods reported. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.

b. Upon meeting the grade level, attendance, and academic standard requirements, candidates shall then be considered based on their service, leadership, and character.

### **ARTICLE III: SELECTION OF MEMBERS**

Section 1. The selection of members to the Sussex Academy chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the administration. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the administration the results of the Faculty Council's deliberations.

#### **Section 2. Selection Procedures**

A description of the selection procedure shall be published in an official school publication that 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 NJHS.

I. All students that qualify as outlined in Article II will be notified that they are academically eligible and may apply for membership. NJHS candidates will return the completed form by the announced deadline to the assigned adviser.

II. Faculty Council will meet to review information materials and determine final NJHS student selections. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

III. Following the Faculty Council selection meeting, students will be informed of their status. Selected students will be called to a meeting to outline the process for induction in the National Junior Honor Society.



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IV. A structured process will be instituted for any candidate who wishes to appeal non-selection. The adviser or school administrator will share this process upon request.

V. New and present NJHS members and their parent(s)/guardian(s) will be invited to a recognition function which will include student participation in a formal induction.

Section 3. The selection of new, active members shall be held once a year based on the academic performance of the previous year(s) and the grades of the current year, as outlined in Article II.

Section 4. Candidates become members when inducted at a special ceremony as noted in Article III, section 2, sub-section v.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the administration [alt., adviser].

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 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 IV: OBLIGATIONS OF MEMBERS**

Section 1. Annual dues for this chapter shall be \$15. Dues will be payable to the chapter within 30 days of induction.

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 V: DISCIPLINE AND DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Sussex 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. If a member's academic status falls below the standard in effect when he/she was selected, he /she will be given a written warning and a time period for improvement. If the academic status remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) 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, the member may be dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the 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 in writing. 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 reviewed by the administration, and then if confirmed, expressed in a letter sent to the student, parents, and administration. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building administrator and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Junior Honor Society.



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Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of officers 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 bylaws. 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 VII: MEETINGS**

Section 1. Meetings of the Sussex Academy chapter of the NJHS shall be at least every other month and will be scheduled by the chapter adviser in consultation with the administration.

Section 2. All chapter members are expected to attend all regularly-scheduled chapter meetings.

Section 3. The chapter adviser or student leaders may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

## **ARTICLE VIII: ACTIVITIES**

Section 1. The Sussex Academy Chapter shall determine one or more service projects each year.

Section 2. All members shall regularly participate in these projects.



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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; Be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual 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 chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: OFFICIAL INSIGNIA**

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

Section 3. Each active or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 5. All insignia must be procured from the national office of the National Junior Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NJHS national office.

Section 6. The motto of the National Junior Honor Society shall be Light Is the Symbol of Truth.

Section 7. The official colors of the National Junior Honor Society shall be blue and white.

## **ARTICLE X: POWERS**

Section 1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school administration.



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Section 2. The administration shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

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 XI: AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 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 II, III and V (selection and discipline), which are developed by the Faculty Council with the approval of the administration.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Approved on January 22, 2020

Signatures:

Chapter Adviser(s):

*Maureen Li/angul*

Administrative Designee:

*Janet L. Owens*

