

**Terry Pensoneau Chapter
National Junior Honor Society
High Mount School
By-Laws**

ARTICLE I

Name and Purpose

Section 1. The name of this organization shall be the Terry Pensoneau Chapter of the National Junior Honor Society of High Mount School District 116.

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 High Mount School.

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 local school district appeal process for non-selection or dismissal cases.

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 activity report to the national office.

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

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Section 4. The chapter adviser shall help chapter officers understand and carry out their duties.

ARTICLE IV The Faculty Council

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal 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 majority vote of the faculty council and is based upon 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 advisors or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National 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 brings 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 maintain 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 enrolled as a member of those classes/grade levels that follow: second semester seventh and eighth grade students. The faculty council will review all seventh and eighth grade students' grades at the close of

the first semester. The council will then issue membership applications to those students who qualify academically. Based upon the completed applications the faculty council will make final determinations.

Section 2. The following is a list of requirements that must be met by candidates who wish to become members of the Terry Pensoneau Chapter of the National Junior Honor Society. Any candidate who fails to reach these goals will automatically become disqualified for membership. Candidates will be evaluated on the basis of scholarship, service, leadership, character and citizenship.

- Candidates must have and maintain a cumulative academic A- average in all classes (except band and chorus) on a 5.0 scale for the first semester of the school year.
- Candidates for the chapter will be required to present the recommendations of two staff members from the school. These recommendations must be from a staff member who has regular contact with the candidate.
- Potential members are expected to participate in two extracurricular or co-curricular activities at the school. These activities cannot both be of an athletic nature.
- Those wishing to attain membership must also present evidence of at least five hours of unpaid service to the community outside the school hours. The candidates will be required to present a verification form stating the nature of the minimal five hours as well as the sponsor for that time.
- Candidates and members cannot have more than two disciplinary points accrued in a single school year.

Active members of the chapter are required to maintain these qualifications as well. Those who do not will be subject to disciplinary action or dismissal from the chapter.

Section 3. The selection of each member to the chapter shall be by majority vote 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 and 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 that were the basis for their selection shall be warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. Any student whose grade point average falls below chapter standards (*Article VI, Section 2*) will be placed on probation. The student in question will have until the mid-term or the following academic quarter to remedy their deficiencies or they will be permanently dismissed from the chapter. In case of flagrant violation of school rules or civic 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 implementing dismissal, a member shall have the right to written notification of charges and a hearing before the faculty council.

Section 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6. 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 president, vice-president, secretary, treasurer and historian.

Section 2. Officers shall be elected at a regular meeting of the Terry Pensoneau Chapter. The officers of this chapter shall be nominated and elected at the first regular meeting in September each year. Any member can nominate a member for an office. The election for each office will be made by secret ballot; the member who receives the majority of votes cast shall be elected to the office. No member may hold more than one elected office per term.

ARTICLE IX

Officers' Duties and Responsibilities

Section 1. The president shall have sole executive power of the chapter. The president will preside over all meetings, institute all committees and conduct the general business of the chapter under the direction of the chapter adviser.

Section 2. It shall be the duty of the vice-president to act in the stead of the president. The vice-president will carry out all duties assigned to him or her by the president. In addition to the aforementioned duties the vice-president will be responsible for all the chapter fundraising.

Section 3. The secretary is responsible for the accurate recording and reporting of the regular meeting minutes. The secretary should then give a copy of the meeting minutes to the

faculty council. The secretary is further charged with maintaining all correspondence of the chapter.

Section 4. The treasurer has the exclusive responsibility of maintaining all chapter accounts and fiscal records.

Section 5. The chapter historian will be responsible for maintaining, recording and filing all chapter paper work with the proper agencies and individuals.

ARTICLE X

Executive Committee

Section 1. The executive committee shall consist of the officers 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 Terry Pensoneau Chapter shall meet within the first week of each month.

Section 2. The president may call special meetings approved by the executive committee.

Section 3. Chapters shall conduct meetings in accordance to Robert's Rules of Order in all points not expressly provided for in these by-laws.

ARTICLE XII

Activities

Section 1. The chapter shall be involved in at least one service project per school year.

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

Section 3. Each member will be required to engage in a service project of not less than fifteen hours per year. Members shall present evidence of participation in a service project to the chapter. Members will be provided with a service project form that includes a listing of hours, narrative of the project and contact information of the sponsor of organization.

ARTICLE XIII
Amendments

Section 1. Any member of this chapter may propose amendments to these by-laws. Proposed changes must be presented in writing to the chapter at a regular or special meeting. This should include the proposed change as well as a justification for that change. The proposed change must be read at two consecutive meetings. Following the final reading the proposal will be voted on by the membership. Any measure approved by the chapter will then be reviewed by the faculty council and given final approval or denial. Any proposal that receives a majority of the votes will be added to these by-laws.