

NJHS Bylaws

Chapter Bylaws

of the

Toronto Junior Senior High School

Chapter

of the

National Junior Honor Society

*Adopted: October 22, 2024 by Advisor/Sponsor Mrs. Lynda Glenn,
NJHS Members, NJHS Faculty Council, and Principal Mrs. Betsy Jones*

ARTICLE I: NAME

The name of this chapter shall be the Chapter of the National Junior Honor Society of Toronto Junior Senior High School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character and good citizenship in all students of Toronto Junior Senior High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See www.njhs.us/constitutions. 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. [For reference, see Article V, Section 1 of the National Constitution.]

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, sexual orientation, gender, gender identity and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the NJHS Faculty Council (appointed by the principal annually) 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 and graduate. Active members become graduate members upon completion of junior high (end of 8th grade). Graduate members have no voice or vote in chapter affairs.

Section 3: To be eligible for membership in this chapter, the candidate must have been in attendance (enrolled) at Toronto Junior Senior High School since the first day of the present school year.

Section 4: Candidates eligible for election to this chapter must be members of the 7th or 8th grade class. Candidates eligible for election to this chapter shall have a minimum cumulative grade point average 3.3 in each course area, with the exception of classes offered only grading period each year in which a B 3.0 average is required. This average will be determined after the first semester (in January) of each year. It will be based on the preceding six grading periods in the following manner. Grades each grading period will be interpreted as: A = 4 points, B = 3 points, C = 2 points, D = 1 point. The total number of points for each grading period for each course must be 20 (divided by 6 grading periods) in order to meet the 3.3 average. The courses offered only one grading period each year will need to be a B (3 points / 3.0). 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 election to membership. Their eligibility shall then be further considered on their leadership, character, citizenship, and service to the school, church, and community.

Section 5. Eligibility:

- a. Candidates eligible for selection to this chapter must be in the second semester of the seventh grade.

- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled at Toronto Junior Senior High School on the first day of school of the current year.
- c. Candidates eligible for election to the chapter shall have a minimum 3.3 average in each class when averaged over six grading periods. The only exception is for classes offered for only one grading period each year; a 3.0 B is required for those.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. Names of Faculty Council will be kept confidential and only known by the appointing principal, NJHS Advisor, and if necessary, the superintendent. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the Faculty Council.

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

Section 3: Prior to final selection, the following shall occur (SEE TIMELINE BELOW):

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The Faculty Council shall review the candidate information forms (including a paragraph essay written by the candidate), faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. Membership decisions of the Faculty Council are final.

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, upon request to the advisor.

Section 6: Upon request by a transfer student, an active member of the National Junior Honor Society who transfers to Toronto Junior Senior High 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.

TIMELINE FOR MEMBERSHIP SELECTION PROCESS -

At the end of February, all eligible students will receive a letter and student activity information form notifying them of their candidacy, requirements for membership, and such other explanatory information as the advisor may deem necessary. Advisor will remove from the list of eligible students the names of those students declining candidacy. Failure of a candidate to return the Acceptance/Service Form by the stated deadline will result in that candidate's name being dropped from further consideration for membership for that academic year. Students returning the form will list thereon all activities indicating service to the school and community, beginning with those of the sixth grade year.

From the last of those candidates remaining under consideration, the advisor shall complete a new eligibility list based upon service to the school and community. The "service" requirement shall be met when a candidate shows evidence of active participation in two school or community related activities per school year (prior to the year in which he/she is seeking membership), and three activities for the year in which he/she is seeking membership. An "activity" is considered to have terminated at the end of the school year. Thus, the same activity participated in for two or more years would be counted as two or more activities. For the purpose of this article, the "service" requirement will be met only by those activities for which a student does NOT receive monetary compensation. Activities include but are not limited to band, choir, softball, cheering, soccer, boy scouts, girl scouts, church groups.

This revised list of candidates will be presented to the junior high faculty, who will then rate candidates in the areas of leadership, character, and citizenship according to the following scale. Teachers will be informed a 3.5 is considered above average and "helps" secure N.J.H.S. membership by the Faculty Council. Although a 3.5 average or above in each category is ideal, it is not essential for membership. On the other hand, it is important to note that a 3.5 does not guarantee membership by the Faculty Council either. The average of the ratings is to help the NJHS Faculty Council with the selection process.

5 Excellent - This is a truly outstanding individual who demonstrates competencies far above the average. This rating should be reserved for only the most exceptional candidate.

4 Above Average - This person demonstrates competencies above those which might be normally expected from his peer group, while his/her level of performances may not be exceptional, it is clearly above the "norm."

3 Average - This person in fact performs very well, but does not demonstrate acceptances above those ordinarily expected from his/her peer group.

2 Below Average - This person is considered below the "norm" of expected performance.

1 Poor - This person is considered well below the expected "norm."

Each candidate shall be rated separately in the areas of leadership, character, and citizenship. Those candidates who attain a 3.5 average in each of those three areas shall be considered above average. Next, the Faculty Council appointed by the principal and NJHS Advisor will meet to discuss all the gathered data. The Faculty Council will evaluate the list of ALL academically qualified students, their "service" activity forms, and the teacher evaluation averaged scores. After evaluating the pertinent information, all five teachers on the Faculty Council will vote "yes or no" for each student candidate to become a N.J.H.S. Member. Only a majority (not unanimous) vote is necessary; therefore, only three of the five teachers need to be in favor of a candidate for him/her to be inducted. The Faculty Council may opt to use written votes to secure confidentiality.

Section 7: A National Junior Honor Society member must maintain the standards under which he/she was inducted in order to retain membership in good standing. Any member who falls below the scholastic standards which were the basis of his/her election shall be promptly warned. If during the next grading period, the member fails to meet the scholastic requirement, he/she will be dismissed from the National Junior Honor Society. A member will also maintain the standards of character, leadership, and services in order to retain his/her membership. In cases of discrepancies, a panel of teachers and administrators will be empowered to study the situation and undertake whatever action it deems necessary. Once a member has been dismissed from the Society, reinstatement or re-introduction is not possible for the member.

Section 8: When a member is dismissed, he/she must be notified in writing and his/her pin and membership card must be returned to the advisor or principal. Notice of his/her dismissal must be indicated on the annual report submitted to the National Secretary at the end of the school year.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: 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 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3: All members must earn at least 24 service volunteer hours independently each year.

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, sergeant at arms, and historian.

Section 2: Student officers shall be elected at the first meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member interested in being an officer will contact the advisor several days prior to the election (a deadline will be share with all members).

Section 3: Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also monitor a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. The secretary shall also assist the advisor in publicizing and promoting its projects in a positive manner.

Section 7: The treasurer shall monitor the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: The sergeant at arms shall monitor meetings and ensure that members are focused and the objectives of the meeting are accomplished.

Section 9: The historian shall document service events by taking pictures and sharing them digitally with the advisor. The historian shall also assist the advisor in publicizing and promoting its projects in a positive manner.

Section 9: Officers and the faculty adviser 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.

Section 10: If any officer needs replaced for any reason, a special meeting and election will be held.

ARTICLE VIII: MEETINGS

Section 1: Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2: This chapter will strive to learn about *Robert's Rules of Order* and strive to conduct its meetings according to *Robert's Rules of Order*.

https://youtu.be/4PbzHchYE9o?si=Q_FiYsXa9mtC5oNw

Section 3: Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

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

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

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 individual service projects which reflect his or her particular talents and interests and are approved by the chapter adviser if not on the list of accepted service options. A list of already approved options is usually available in the Dean's Office and attached to these

bylaws. EACH YEAR (April - March), MEMBERS ARE REQUIRED TO EARN 24 HOURS INDEPENDENTLY; this is in addition to the chapter projects to which all members contribute.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1: Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Toronto Junior Senior High 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 cumulative grade point average falls below the standard in effect when he/she was selected, which is 3.3 (3.0 for classes only offered one grading period annually), he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). 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 school or school-related activities or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, 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 considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 6: In all cases of pending dismissal:

- a. The member will receive written notification from the Adviser / Faculty Council indicating the reason for consideration of dismissal.

b. The member has the right to respond in writing to the charge(s) against him/her which will be presented to the Faculty Council (names of teachers appointed by principal each year are kept confidential) prior to any vote on dismissal. This is in accordance with due process identified in Article X of the National Constitution; the member has the opportunity to present his/her defense in a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

d. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

Section 7: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration. Signatures and dates will be documented.

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

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds 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 IV, V, and X, which are developed by the Faculty Council with the approval of the principal. Signatures and dates will be documented.

[Note: It is recommended that the Ratification and Amendment articles be the final articles. Should the chapter wish to insert additional articles, that is permissible.]

Effective 10/26/2016

Toronto High School Approved Community Service

Community service, by definition, is a non-paying activity that is performed by someone or a group of people for the benefit of the public or its institutions. As rising leaders in our school and community, many of the clubs and groups in Toronto High School have community service requirements. The goal of community service is to aid in the betterment of a community, gain a sense of community responsibility, and see that you can make a difference.

Below you will find a list of what community service is, as well as what it is not.

Community Service IS:

- Shepherd's Closet
- Book Buddies (1 time a month limit)
- Concession Stands
- Sports Clinics (not for profit)
- Book Fair
- Kindergarten/Preschool Registration
- Jump Rope for Heart
- Vacation Bible School
- Urban Mission
- Youth Center
- Food Pantry
- Special Olympics
- Church Activities – ex. Easter Egg Hunt
- Family Fun Night
- Toys for Tots
- Salvation Army/Bell Ringing
- Red Cross Blood Drive
- Relay for Life (working not running)
- Candy Striping
- Beautification Committee Activities
- Ohio Valley Missionary
- Tutoring after school or during a study hall
- Focus in Toronto
- Firework Events
- School Health Screening (work)
- Activities assigned by Club Advisors
- Assisting School Administration during Study Halls
- Nursing Home
- Animal Shelters/Rescues

Community Service IS NOT:

- Sports
- Cheering
- Band performances
- Fundraising
- Working a booth or selling something for your organization
- Helping family, friends, or neighbors – these are simply random acts of kindness that you should perform daily
- Grading papers for Teachers – this violates school confidentiality laws
- Helping Teachers in the classroom – also a random act of kindness
- Backstage Crew of Play Productions – you are a part of the crew

***Only 50% of your required community service hours can come from events occurring during school hours.

**If your Community Service Project is not on the list, you must get it PRE-APPROVED by the Principal.

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COMMUNITY SERVICE CONFIRMATION FORM

If this particular activity is not on the approved list, you participate at your own risk. Any activity that is not on the list must be preapproved by a committee member and will be subject to approval by the Volunteer Hours Committee. Failure to receive approval prior to activity date may result in loss of hours.

STUDENT NAME: _____

Total number of hours worked _____

DURING CLASSES: yes / no (circle one)

DURING STUDY HALL: yes / no (circle one)

OUTSIDE SCHOOL/PERSONAL TIME: yes / no (circle one)

Department or organization where work was done: _____

PLEASE PRINT

Supervisor Name: _____

Organization: _____

Supervisor email: _____

Address: _____

Phone: _____

Description of work completed: **(Please detail exactly what was done, when, and for whom!)**

I hereby acknowledge that the work as described above has been satisfactorily and fully completed and that no monetary remuneration was paid to the student.

Supervisor's Signature

Date

Student's Signature

Date

THIS FORM MUST BE TURNED IN NO LATER THAN TWO WEEKS FROM DATE OF EVENT. THIS RULE WILL BE STRICTLY ENFORCED. FAILURE TO DO SO WILL RESULT IN LOSS OF HOURS.

Return form to:

Toronto Jr/Sr High School

