

MONUMENT NATIONAL JUNIOR HONOR SOCIETY
Fruita 8/9
CHAPTER BY-LAWS

ARTICLE 1

NAME AND PURPOSE

Section 1. The name of this organization shall be the Monument School Chapter of the National Junior Honor Society at Fruita 8/9 School.

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 Fruita 8/9 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 V

MEMBERSHIP

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a majority vote 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 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 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 enrolled as a member of those classes/grade levels that follow: eighth grade or ninth grade.

Section 2. Candidates must have a cumulative scholastic average of 3.70 on a 4.0 scale. 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 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.

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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 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, historian, and parliamentarian and two representatives.

Section 2. Officers shall be elected at a regular meeting of the Monument National Junior Honor Society chapter. After reviewing the duties of the officers, nominations (including self-nominations) will be accepted. If a nominee feels that they cannot fulfill the responsibilities of the office, they should decline the nomination. After the first year, candidates for offices must have been members in good standing for one year. Officers will be elected at a meeting near the end of the year for the following year. Election will be by paper ballot, and the outgoing officers will tabulate the ballots with the assistance of the faculty advisor.

ARTICLE IX

OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1. The president will preside over meetings of Monument National Junior Honor Society. He/She will provide leadership and ideas for meetings, service projects, and other activities. It is important to involve others in decision-making and activities.

Section 2. The Vice President will work closely to assist the President, and will assume the duties of the President if the president is unable. The Vice President will be responsible for planning the Induction Ceremony for new members with the assistance of the executive committee or a designated committee.

Section 3. The Secretary will keep a record of attendance, keep minutes of all meetings, and be responsible for correspondence such as thank you letters. The secretary may need to make reservations, set up a phone tree, or send a notice to members of a special meeting. The secretary will also keep a record of service hours with the help of the faculty advisor.

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Section 4. The Treasurer is responsible for keeping accurate and complete accounts of bills and expenses. The treasurer should keep a ledger sheet and should assist with budget request forms.

Section 5. The Historian will keep a record (written and photographed) of the activities of the Monument NJHS. This record will be kept in a book maintained by the faculty advisor.

Section 6. The Parliamentarian will be responsible for writing the meeting agenda, ensuring the meeting is orderly and respectful (see Robert's Rules of Order for suggestions) and for advising the President when needed on points of order.

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 Monument National Junior Honor Society shall meet monthly and are mandatory for all members.

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

Section 3. Chapters shall conduct meetings according 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 three 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. Members will be required to complete a minimum of 15 hours of service per year. Hours will be turned in to the secretary or faculty adviser who will keep a record of total hours.

Section 4. To remain in good standing, members must attend all meetings. If a meeting must be missed due to illness, the absence will be excused. If a meeting is missed for other reasons, the absence must be excused by the faculty advisor ahead of time.

Section 5. Members are asked to contribute \$5.00 per year in dues to help cover costs.

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Meetings:

NJHS Meeting Dates 2009-2010

All meetings are in the Gym and during B wave RECS unless otherwise noted.

November 12: Welcome new members...all lunch waves

November 20: Campus clean-up...meet in front of school

AFTER A wave lunch

December 4: New members only—practice for Induction

Ceremony...B wave only

Meetings make the Honor Society. One way to ensure effectiveness is to help every officer and member to know his or her jobs and be eager to participate. We will have a set agenda for each meeting to help use our time more effectively.

December 8: New members only—Induction ceremony (6:45-8:00) in cafeteria

January 8: All members: Focus on Leadership

February 5th: Pennies for Peace planning

March 5th: Pennies for Peace

April 9th: Pennies for Peace

May 14—End of year picnic

Officers	Members
<ul style="list-style-type: none"> • Know the Society goals • Work hard • Provide leadership • Seek fairness for everyone 	<ul style="list-style-type: none"> • Know the Society goals • Serve those they represent • Work hard • Collect and bring ideas to meetings • Share ideas
Before Meetings	Before Meetings
<ul style="list-style-type: none"> • Choose meeting goals • Choose the kind of meeting to hold • Plan the agenda and deliver copies to members • Check the meeting place for chairs and equipment • Arrive on time • Be ready to help 	<ul style="list-style-type: none"> • Review the agenda • Be sure all needed materials are ready • Arrive on time • Be ready to help
During the Meeting	During the Meeting
<ul style="list-style-type: none"> • Help to get started on time • Follow the agenda • Help the discussion by participating • Know how to get things done (help others to know) • Encourage members. Give each one a chance • Make positive suggestions • Listen to each person • Help summarize progress, keep on track • Use the last few minutes to review important decisions. 	<ul style="list-style-type: none"> • Listen attentively • Help keep the group on the subject • Try to use written motions so that everyone has a copy • Be sure everyone has a chance to talk • Keep asking: Are we reaching our goals for this meeting? Are we using all our people and materials? • Share their ideas
After the meeting	After the meeting
<ul style="list-style-type: none"> • Put the room back in order • Evaluate the meeting • Send the minutes to those involved 	<ul style="list-style-type: none"> • Review notes • Arrange to report to class • Make up missed class work
Before the next Meeting	Before the next meeting
<ul style="list-style-type: none"> • List jobs to do by the next meeting • Check the minutes and reports • Check committee work and reports • Follow-up on recommendations and action • Investigate and get ready to report back on items of interest 	<ul style="list-style-type: none"> • Read the copies of the minutes • Make a report to those involved as soon as possible • Write down important ideas and reactions • Bring them to the next meeting

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