

PIONEER MIDDLE SCHOOL  
NATIONAL JUNIOR HONOR SOCIETY



CHAPTER CONSTITUTION and BYLAWS  
2018-2019

Principal

Kristina Duncan

Faculty Council

Kimberly Gradwohl  
Stephanie Kytola  
Theresa Doyle

Officers

Ali Fewell  
Grace Evans  
Raj Patel  
Abigail Lopez  
Mikailyn O'Dell  
Trinity Kiefel  
Roberto Rodriguez  
Denali Parodi  
Gem Kruger

Adviser

Alba Biagi

Adopted – April 11, 2017

Revised – April 11, 2018



ARTICLE I  
Name and Purpose

- Section 1      The name of this chapter shall be the Pioneer Middle School Chapter of the National Junior Honor Society.
- Section 2      The purpose of this chapter shall be to create an enthusiasm for superior scholarship; develop citizenship; stimulate a desire to serve; promote leadership; and instill qualities of character.

ARTICLE II  
Membership

- Section 1      Membership in this chapter will be based upon scholarship, character, leadership, citizenship, and service.
- Section 2      The selection of members to this chapter will be by the faculty council, with the Principal acting as chairman.
- Section 3      Requirements for candidacy:
- (A) The student has been in attendance at Pioneer Middle School for a minimum of one semester.
  - (B) The student must be in the second semester of the 7<sup>th</sup> grade at the time of consideration.
  - (C) The student has maintained a minimum of a 3.500 cumulative GPA in the semester immediately preceding consideration and a term GPA of 3.500 in the quarter immediately preceding consideration.
  - (D) The student has maintained a good record for citizenship, service, leadership, and character.
- Section 4      Admission process:
- (A) Once students have been screened on the first three criterion for membership (see section 3), all faculty members will be encouraged to share input on the forth criterion in writing to the faculty council.
  - (B) Following the written input from the faculty, the faculty council will have the option of admission to membership, probationary admission, or non-admission.
- Section 5      Any member with probationary admission will be placed on probation until completion of the first grading period (quarter). The Adviser will at that time conduct a review of conduct, academic performance, etc. to determine whether to remove the student from probation or to dismiss the student from membership (see also section 9).
- Section 6      All members will be inducted into the Society through a formal installation ceremony.

- Section 7 A member of the NJHS who transfers to this school will be automatically accepted for membership in this chapter, upon presentation of a letter signed by his/her former Principal or Adviser that can certify his/her membership. In order to retain membership, a transfer student must then maintain the membership requirements for this chapter.
- Section 8 A member of the NJHS who transfers from this school will be given a letter indicating status of his/her membership, signed by the Principal and Adviser.
- Section 9 Any member who drops below the standards used for selection will be placed on probation and/or dismissed from membership. A student attaining lower than a 3.500 GPA in the grading period will be placed on probation. Failure to attain at least a 3.500 GPA the subsequent grading period will result in dismissal. It is expected that NJHS members will maintain the highest standard of behavior. In cases where a member's behavior fails to meet citizenship, leadership, character and/or service standards for membership, the case will be reviewed by the Principal and Adviser. The Principal and/or Adviser may place the student on probation or dismiss from the chapter.
- Section 10 When a member is dismissed, he/she will be notified in writing and his/her emblem and membership card returned to the Adviser and/or Principal. Notice of his/her dismissal is then indicated on the annual report submitted to the national secretary at the end of the school year.

### ARTICLE III Faculty Supervision

- Section 1 The Principal will appoint a staff member who will serve as the chapter Adviser.
- Section 2 The faculty council consists of the Principal, Adviser, and at least three staff members. The main purpose of the faculty council is the election of members.
- Section 3 All activities of the chapter will be subject to the approval of the Principal.

### ARTICLE IV Officers

- Section 1 The officers of this chapter will be a President, a Vice-President of Scholarship, a Vice-President of Service, a Vice-President of Leadership, a Vice-President of Character, a Vice-President of Citizenship, a Secretary of Chapter Affairs, a Treasurer, and a Whip.
- Section 2 Officers will be elected at a special meeting of the NJHS, called prior to the end of the school year in which members were inducted.
- Section 3 A majority of votes cast will be necessary to elect any officers in this chapter.
- Section 4 It will be the duty of the President to make NJHS their number one priority and commitment of his/her time. The President will preside at the meetings and is expected to take on a high degree of ownership in all aspects of chapter life. The President is expected to attend all events and be the biggest advocate for the chapter. The President will also attend at least one of every committees' meeting each month. The President is the head of the entire chapter and leads under the coaching of the Adviser. The President is responsible for making sure the chapter is active and successful throughout the school year.

## Section 5

The Secretary of Chapter Affairs operates as second in command and presides over all events where the president is not able to be present. This person is the President's right hand. The Secretary is in charge of the five vice-presidents and responsible for making sure they are regularly meeting with their committees. The Secretary should know what the committees are doing at all times and hold the VPs accountable for their leadership. In the event that the President is unable to participate in a meeting or event, the Secretary becomes the temporary head of all chapter business. The Secretary reports directly to the President and Adviser. The Secretary will keep the minutes of all meetings. The Secretary will also readily know the state of the entire chapter at any given time.

## Section 6

Vice-Presidents will make NJHS their priority. VPs will keep charge of and represent their respective committees, leading monthly meetings, planning events in a certain area at school or in the community, inviting the President to their meetings, and providing electoral votes on executive matters. VPs will be responsible for keeping attendance, records of their committee's activities, and reporting to the chapter during the chapter's monthly meetings. VPs report directly to the Secretary of Chapter Affairs.

- (A) Leadership Committee – Provide the backbone for behind the scenes work of the chapter. This is an opportunity for the 'quiet' leaders to make things happen. Members of the leadership committee are expected to help in the planning of chapter events and lead in the set-up or takedown. They do not necessarily do ALL the work. They lead it.
- (B) Scholarship Committee – Provide tutoring opportunities for members of the chapter who lead in academics. These members are willing to provide help for other students in the school. This committee will work with other organizations in the school to assist in creating a culture of scholarship.
- (C) Service Committee – Provide a culture of service to the school where it is needed. This group will lead in activities that help others. These leaders are expected to be unselfish at all times and be willing to step up and serve when needed.
- (D) Character Committee – Lead in opportunities designed to better the characters of the students in NJHS and the larger school community. These should be very outgoing leaders, not afraid to make a stand or speak out in a crowd.
- (E) Citizenship Committee – Connect NJHS with the community outside the school. This committee will work to establish events or partnerships with community organizations to allow NJHS members opportunities for civic involvement.

## Section 7

The Treasurer is responsible for keeping and maintaining accurate financial records of all NJHS money. The Treasurer will meet with the Adviser at least once a month to obtain current financial records. Additionally, the Treasurer is responsible for financial goal setting and planning for the chapter. The Treasurer will help receive and disperse all funds of the chapter by being present at every event where money is involved. The Treasurer reports directly to the President and Adviser.

Section 8 The Whip will help keep order at all organized meetings and events. He/she will also be responsible for making sure all members are informed of events and encourage the attendance of all. The Whip is responsible for ensuring that chapter members know when a meeting or event is held, and/or heading up publicizing the event to the student body if necessary. Additionally, the Whip will note members who are not in attendance at meetings or events and inquire into their absences. The Whip reports directly to the President and Adviser.

Section 9 Nominations for officer elections will be made by any faculty member of Pioneer Middle School, any member of NJHS in good standing, or by the nominee him/herself. Officers who do not perform their duties as assigned will be disciplined as follows: receive a warning, removed from office, or dismissed from the chapter (extreme cases).

#### ARTICLE V Executive Committee

Section 1 The executive committee will consist of the Adviser, the President, the Secretary of Chapter Affairs, the Treasurer, and the Whip.

Section 2 The executive committee will have general charge of the meetings and business of the chapter, but any action on the part of the executive committee will be subject to review by the chapter membership, except that the dismissal of members is the exclusive duty of the Principal and/or Adviser.

Section 3 The President of the chapter will act as chairman of the executive committee.

#### ARTICLE VI Meetings

Section 1 There will be regular monthly meetings of this chapter during the school year.

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

Section 3 All meetings will be open meetings and will be held under the supervision of the Adviser.

#### ARTICLE VII Dues

Section 1 Chapter dues for each member are twenty dollars.

Section 2 No student will be denied membership on the basis of a student's inability to pay.

#### ARTICLE VIII Emblem

Section 1 Each member of this chapter will be entitled to wear the official emblem or insignia of the NJHS.

Section 2 Any member who withdraws or who is dismissed from the chapter will return the emblem to the Adviser. In the case where the member purchased the emblem, the chapter will reimburse the member of the original cost of the emblem upon its surrender, only if the emblem was not personalized.

Section 3 All insignia must be purchased from the national secretary of the National Junior Honor Society, 1904 Association Drive, Reston, Virginia 22091. All insignia are registered in the United States Patent Office and cannot be duplicated by anyone.

#### ARTICLE IX Amendments

Section 1 This constitution may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the executive committee and the Adviser.

#### ARTICLE X Bylaws

Section 1 Members are expected to display appropriate behavior at all times. Inappropriate behavior, such as cheating, substance abuse, vandalism, school discipline referrals, negative conduct, poor modeling, etc., will be reviewed by the faculty council and may result in disciplinary action, including probation or dismissal from National Junior Honor Society.

Section 2 Activity contracts will be required of all members. Each member will complete a minimum of thirty hours of community service beginning at the start of the school year. Service hours must be documented, completed, and submitted to the chapter Adviser in the following order: Fifteen hours by December 15 and the final fifteen hours by May 15. Failure to complete the required hours of community service will result in disciplinary action, which might include probation and/or dismissal from the chapter.