

CHAPTER ORGANIZATION

CHAPTER BYLAWS: Hancock Day School Middle School National Junior Honor Society

ADOPTED: May 1, 2015

ARTICLE I: NAME

The name of this chapter shall be the Hancock Day School Middle School Chapter of the National Junior Honor Society.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of Hancock Day School Middle School.

ARTICLE III: POWERS

- Section 1. This chapter operates under the direction of and in full compliance with the NJHS National Constitution.
- Section 2. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the Head of School.
- Section 3. Final authority on all activities and decisions of the chapter resides with the Head of School.
- Section 4. Non-discrimination - Hancock Day School Middle School 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, sex (gender), 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 (Refer to Appendix A – Selection Procedures)

- Section 1. 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, Citizenship, and Character.
- Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the Faculty Council. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the seventh or eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to two trimesters at Hancock Day School.
- c. Candidates eligible for selection to the Chapter shall have a minimum cumulative average of 90 in the 5 core subjects (English/Language Arts, Social Studies, Mathematics, Science and Foreign Language) and an average of 3 in the 4 special subjects (Art, Computer, Music, and Physical Education).
- d. Upon meeting the grade level, enrollment, and academic standards, candidates shall then be considered based on their service, leadership, citizenship, and character.

ARTICLE V: SELECTION OF MEMBERS (Refer to Appendix A – Selection Procedures)

- 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 Head of School. The chapter advisor shall be the sixth, non-voting member, of the Faculty Council.
- Section 2. The selection of active members shall be held once a year during the second Trimester of the school year.
- Section 3. Prior to the final selection, the following shall occur:
- a. Students' academic records shall be reviewed to determine scholastic eligibility.
 - b. All students (candidates) who are eligible scholastically shall be notified and invited to complete and submit a Candidate Review Portfolio.
 - c. The faculty shall evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the Chapter Advisor.
 - d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.
- 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.

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 VI: OBLIGATIONS OF MEMBERS (Refer to Appendix B – Member Obligations)

- Section 1. Chapter member dues will be decided by the Chapter Members on an annual basis with the approval of the Chapter Advisor.
- Section 2. All members are expected to maintain the standards under which they were selected in academics, character, citizenship and leadership.
- Section 3. Members must attend all published meetings unless excused by the Chapter Advisor. Requests for absence must be made in advance in writing. Excused absence from school on the day of the meeting will be considered an approved absence.
- Section 4. Members must participate in the Chapter service project.
- Section 5. In addition to the Chapter service project, members are required to perform additional service according to their talents and interests. This service must be a minimum of 10 hours per year dedicated to a single cause.
- Section 6. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Junior Honor Society. Any member who withdraws, resigns, or is dismissed from the chapter shall have the privilege of wearing the emblem of the chapter revoked.

ARTICLE VII: OFFICERS

- Section 1. The officers of the chapter shall be president, vice-president, secretary, and treasure.
- Section 2. Student officers shall be elected at the last 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 can nominate an eligible member as a candidate for office.
- 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 keep a record of members' contributions to leadership and service.
The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- Section 7. The treasurer shall keep the record of business expenses, dues, and all other transactions of the chapter.
- Section 8. Officers and the faculty advisor 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. Any action by the Executive Committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

- Section 1. Annually the Executive Committee with approval from the Faculty Advisor shall establish and post a schedule of meetings. Special meetings can be called by the president with approval of the Advisor.
- Section 2. This Chapter shall conduct its meetings according to *Robert's Rules of Order*.
- Section 3. Members must attend all published meetings unless excused by the Chapter Advisor. Requests for absence must be made in advance in writing. Excused absence from school on the day of the meeting will be considered an approved absence.

ARTICLE IX: ACTIVITIES (Refer to Appendix B – Member Obligations)

- Section 1. The chapter shall determine one or more service projects 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 in an individual service project which reflects his or her particular talents and interests and is approved by the chapter advisor. This service must be a minimum of 10 hours per year dedicated to a single cause. 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 (Refer to Appendix C – Discipline And Dismissal)

- Section 1. A member is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community. Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be considered for discipline or dismissal from Hancock Day School Middle School Chapter of the National Junior Honor Society.
- Section 2. If a member's cumulative average falls below the standard in effect when he/she was selected, he/she will be given a written warning and a reasonable time period for improvement. If the cumulative 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 may include consideration for dismissal from the chapter.
- Section 3. Violations of the law or school regulations can result in immediate consideration for the dismissal of a member. 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 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 the Faculty Advisor, the student and/or his or her parents. 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, may 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 Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any 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 via 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 any member. 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 Head of School for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor
- d. The Faculty Council's decision may be appealed to the Head of School.
- e. 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 Head of School.

Section 2. These bylaws may be reviewed and amended as necessary. They shall be reviewed 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, a majority affirmative vote of the Faculty Council and approval by the Head of School. The proposed amendment shall be given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the Faculty Council with the approval of the Head of School.

ARTICLE XIII TRANSITION

After the adoption of these bylaws, the Hancock Day School Middle School Chapter of the NJHS will run a second review of its student body for the 2014-15 school year to ensure that all those eligible for consideration in the 2014-15 school year have been identified. For this supplemental review only, the academic average for consideration will be 87. Article XIII will expire on June 5, 2015.

SELECTION PROCEDURES

Selection to the NJHS is a privilege bestowed upon students by the Faculty of Hancock Day School. Students do not apply for membership in the National Junior Honor Society. Instead, they are invited to provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to students selected by the Faculty Council on the condition of their having met the standards for selection and based on the provisions of the National Constitution and the bylaws of the Hancock Day School Middle School Chapter.

PREREQUISITE CONDITIONS FOR SELECTION

Students are eligible for membership in the Hancock Day School Middle School Chapter of NJHS after completing their 6th grade year and their first trimester of 7th grade. Students transferring into Hancock Day School must attend at least two trimesters before being considered for membership. This period is necessary for students to establish themselves academically, involve themselves in various service and leadership activities, and for the faculty to get to know them and the quality of their character.

SELECTION CRITERIA

The Faculty Council of the Chapter selects students who demonstrate outstanding performance in all five criteria: Scholarship, Leadership, Service, Citizenship, and Character.

Scholarship

The scholarship requirement set by the Hancock Day School Middle School Chapter is a cumulative average of 90 in core subjects: English/Language Arts, Social Studies, Mathematics, Science and Foreign Language and an average of 3 in special courses: Physical Education, Computer, Art, and Music.

Leadership

Hancock Day School recognizes that leadership exists outside of elected positions including leadership roles within the classroom and effective participation in positions of responsibility in extracurricular activities such as athletic teams, drama, and clubs. Leadership roles in both the school and community will be considered.

A student exercises leadership when he or she:

- Is resourceful in proposing new solutions, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence with peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility
- Demonstrates reliability and dependability
- Is a leader in the classroom or in other school or community activities

Service

Service includes contributions a student has made to school and community. It is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation.

A student who serves:

- Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Enthusiastically renders any requested service to the school
- Is willing to represent the school in intraclass and interscholastic competition
- Participates in activity outside of school, for example, Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor or disadvantaged
- Shows courtesy by assisting visitors, teachers, and students

Citizenship

Good citizens are actively involved in their school and community and in the betterment of their fellow citizens. They take pride in where they live and strive to make it a better place.

The student who demonstrates citizenship:

- Understands the importance of civic engagement
- Is someone who respects others and their property
- Is helpful and considerate, willing to put others first
- Listens to the views of others and thinks about what they have to say
- Helps people who are not in a position to help themselves
- Respects the environment and does not damage it in any way
- Is well mannered and pleasant
- Is always willing to learn

Character

A person of character demonstrates the following qualities: trustworthiness, respect, responsibility, fairness, caring and citizenship. A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies.

The student of character:

- Consistently exemplifies positive and desirable qualities of behavior: cheerfulness, friendliness, poise, stability, etc.
- Cooperates by complying with school policies and regulations and codes of student conduct
- Takes criticism willingly and accepts recommendations graciously
- Demonstrates the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules, and displays personal responsibility

IMPLEMENTING THE SELECTION PROCESS

Once academically eligible students are notified of their candidacy, they will be given a Candidate Review Packet. This packet will include information for the candidate and his or her family indicating general instructions, an overview of the schedule for selection, and details regarding when and how notification will be made for students selected and not selected.

Opt In or Opt Out

This is the first form for the candidate and his or her family to sign and return. It will indicate if the candidate is going to pursue membership in the NJHS by assembling a Candidate Review Packet. The completed packet will document how the candidate meets each of the selection criteria detailed in the Selection Criteria section.

Candidate Form

This is the most important form in the candidate process. Only those students who have established their academic eligibility and signed the Opt In form will be asked to submit this information for consideration. This form is used to obtain information directly from the student regarding leadership and service activities and to elaborate on the student's perspectives concerning the honor society and its values.

List of Member Obligations and Chapter Events

This document will detail the obligations and major events of the chapter. To remain a member in good standing a student must participate in a substantial majority of NJHS activities. A copy of this form will be signed by the candidate and his or her family.

Student Essay

Candidates will prepare an essay for consideration by the Faculty Council. The essay provides a student the opportunity to express the meaning of Character, Citizenship and Leadership, and the value of the criteria in a manner that cannot be accomplished through a simple information sheet.

Candidates for membership will be given two weeks to complete the forms and obtain all required signatures. Support for the Candidates will be provided by the Middle School staff and current members of NJHS. The goal of the support is to review forms for completeness and to see that the candidate has followed instructions before the forms are submitted to the Faculty Council. Forms will be reviewed for the following:

- Use of proper color ink (blue or black) or typed submissions (no pencil)
- Filling in responses for all required components of the form
- Required signatures
- Completion of the student essay
- Essay follows all guidelines
- Form is completed neatly and legibly

Following the completion of the Candidate Review Packet, the Faculty Council will meet to review all submissions. A candidate is selected for membership when he or she receives a majority vote of the committee.

Prior to the notification of any candidates, the Chapter Advisor will review with the Head of School the results of the Faculty Council's deliberations. By providing this report to the Head of School prior to any notifications of students or parents, the Head can fully utilize the authority granted in Article V, Section 1 of the Constitution wherein the Head of School is given final authority on all actions and decisions of the Chapter including those relating to selection.

Following review by the Head of School, the Faculty Advisor will notify all selected and non-selected candidates giving careful consideration to the timing and method of notification.

The final step in the selection process is to be formally inducted into the Society. The timing of this ceremony will be established annually and approved by the Head of School.

APPENDIX B

MEMBER OBLIGATIONS

There are obligations of members defined in the National Junior Honor Society Constitution: dues, maintaining standards, meetings, Chapter service projects, and individual service projects.

DUES

Hancock Day School Middle School Chapter will annually set individual dues as defined in its Bylaws.

MAINTAINING STANDARDS

As outlined in APPENDIX C – DISCIPLINE AND DISMISSAL, all members are expected to maintain the standards by which they were selected in Academics, Character, Citizenship and Leadership and Service.

MEETINGS

A meeting schedule will be published annually by the Chapter. Members must attend all meetings unless excused in advance (except in the case of an excused absence from school) by the Chapter Advisor. All requests for absence must be made in writing in advance of the absence.

CHAPTER SERVICE PROJECTS

The HDS Chapter of the NJHS sponsors an annual Chapter service project and all members are expected to participate to remain in good standing.

INDIVIDUAL SERVICE PROJECTS

In addition to the Chapter service project, members are required to perform additional service according to their talents and interests. This service must be a minimum of 10 hours per year and dedicated to a single cause.

APPENDIX C

DISCIPLINE AND DISMISSAL

A member is expected to maintain his/her academic standing and take an active role in Service and Leadership in his/her school and community. Any member who falls below the standards of Scholarship, Leadership, Character, Citizenship, or Service may be considered for discipline or dismissal from Hancock Day School Middle School Chapter of the National Junior Honor Society.

Scholarship

A member's academic average will be reviewed at the end of each trimester. Any member with a cumulative average in the core courses below a 90 (or the average in place at the time of his or her induction) or an average of below 3 in the special courses will be considered on Academic Warning. A member on Academic Warning must meet with the Chapter Advisor to establish an Action Plan for addressing the member's academic challenges. A member may remain on Academic Warning for one trimester. After that trimester the member's status in NJHS will be reviewed by the Faculty Council. The goal of the Council will be, through constructive discipline, to improve the student's to a academic standing. The Council may extend the warning period or recommend additional sanctions up to and including dismissal from NJHS.

Leadership, Character, Citizenship

Members who receive three or more minor violations as detailed in the HDS Student Handbook in any trimester will be placed on Character Warning. A member on Character Warning must meet with the Chapter Advisor to establish an Action Plan for addressing the member's challenges of character. A member may remain on Character Warning for one trimester. After one trimester the member's status in NJHS will be reviewed by the Faculty Council. The goal of the Council will be, through constructive discipline, to reeducate the student to adopt a more appropriate behavior. The Council may extend the warning period or recommend additional sanctions up to and including dismissal from NJHS.

A student placed on either Academic Warning or Character Warning a second time in the school year will have his or her status in the National Junior Honor Society reviewed by the Faculty Council. The goal of the Council will be, through constructive discipline, to reeducate the student to a better academic standing and/or appropriate behavior. The Council may extend the warning period or recommend additional sanctions up to and including dismissal from NJHS.

A student who has a major offense as detailed in the HDS Student Handbook will be reported immediately to the Faculty Council. The Council will investigate the violation and decide on a discipline plan for the member. The plan could mean immediate dismissal from the Chapter.

APPEALS OF DISCIPLINE AND DISMISSAL CASES

The member may appeal the decisions of discipline and dismissal made by the Faculty Council to the Head of School.