



**Vincent J. Gallagher Middle School
National Junior Honor Society
Bylaws**



*The bylaws listed below go into effect January 2016. Amended February 2017.
Amended February 2018. Amended January 2019.*

Members:

Current Members:

Current, inducted members of National Junior Honor Society must maintain the eligibility criteria set forth in the bylaws. Current members must complete community service as outlined in the bylaws, be in attendance at monthly chapter meetings and be involved in ongoing NJHS endeavors. At the end of each quarter, advisors will review reports for grades and attendance/tardies. Failure to meet the criteria or complete community service will result in a written warning and/or dismissal from the Vincent J. Gallagher Chapter of the National Junior Honor Society as determined by the Faculty Council.

New Members:

Students will be automatically nominated to join NJHS in the second semester of their seventh grade year following three consecutive semesters (6 quarters) meeting the eligibility criteria set forth in the bylaws. Once nominated, eligible students seeking membership in NJHS must complete an application packet as detailed in the bylaws. The Faculty Council will evaluate the (completed) application packet(s) of eligible members to determine a select group of students to be invited into the Vincent J. Gallagher Chapter of the National Junior Honor Society. Upon invitation, students must complete community service as outlined in the bylaws. Induction of invited members will take place in May/June of each year.

Eligibility Criteria:

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

- a. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to three semesters at V.J. Gallagher Middle School. ***(in the event a transfer student does not meet this criteria, it will be reviewed on a case by case basis)***
- b. Candidates eligible for election to the chapter shall have a minimum cumulative weighted grade point average of 90 on a 100 point scale.
- c. Upon meeting the grade level, enrollment, and cumulative weighted grade point average, candidates shall then be considered based on their service, leadership, character, and citizenship.
- d. Discipline:
 - No suspensions from school.
 - No more than 2 office detentions per semester.
- e. Attendance:
 - Tardies: No greater than 6 unexcused tardies per semester
 - Absences: No greater than 8 unexcused absences per semester.

New Member Application:

A meeting of all nominated students will take place in the beginning of the third quarter of each school year. During this meeting, students will be given an application packet. Students wishing to join NJHS must complete an application packet consisting of the following requirements by the designated due dates:

1) Personal Narrative

Prepare a typed response to a provided prompt that will highlight his/her desire to become a NJHS member, as well as the particular attributes that make him/her a good candidate for membership.

2) Teacher Reference Forms

Reference forms require faculty/staff to comment on a student's leadership and character in the classroom and/or school environment. Reference forms from a total of six faculty/staff members as listed below are required. These are members a student has had while at GMS. (Two from grade 6 and two from grade 7, plus 2 "explorers", unless student is new to GMS and advisors will advise.)

- One English Language Arts teacher
- One Mathematics teacher
- One Science teacher
- One Social Studies teacher
- Two other faculty/staff members

Student Responsibilities:

- It is the student's responsibility to respectfully ask each of the six selected faculty/staff members to complete the reference form on his/her behalf.
- It is the student's responsibility to collect the teachers' signatures on the "Teacher References Choice List" Form and submit this form by the appropriate due date.

3) Student Information Sheets

- Leadership Evidence Form
- Student Activities Form (Not part of an enrolled course at GMS)
- Community Service Form

Application Process:

The Faculty Council will evaluate completed applications on the basis of the National Junior Honor Society standards of Character, Citizenship, Leadership, Service, and Scholarship.

The Faculty Council's decision to invite members is considered final. Appeals of invitation can be made, in writing, directly to the Faculty Council within two (2) school days.

Community Service:

Current Members: 20 hours of documented community service by March 31.

New Members: 5 hours of documented community service by the due date.

It is required that current members and invited members complete a designated amount of community service prior to Honor's Night/Induction. Community service must be documented on the NJHS log sheet and signed by an adult supervising their service. (Not including immediate family members)

*****Community service is considered anything performed for the benefit of others without receiving compensation, monetary or otherwise.

NJHS advisors will notify members of community service in the school or community whenever possible. Any student requiring assistance finding or completing service should see an advisor as soon as possible.

Failure to complete the required community service hours will result in a written warning and/or dismissal.

Probation, Dismissal, and Appeal:

NJHS has very rigorous criteria and expectations. The advisors will review current members' eligibility at the conclusion of each quarter. Whenever possible and applicable, members will receive a written warning when they near the limits of eligibility criteria.

Probation:

Current members will receive a written warning the first time they receive a quarter grade below 80 in any subject. The student will then be considered on "Probation". If the member fails to improve his/her grades by the next quarter, the member will receive a formal letter of dismissal from NJHS.

Should a member fail to attend monthly meetings, the student will be considered on "Probation" and a meeting with the advisors will be scheduled.

Dismissal:

Members will be formally dismissed from NJHS for the following reasons, and will receive written notification.

- Failure to maintain eligibility criteria
- Failure to complete the required community service hours
- Failure to meet membership expectations

Appeal:

The Faculty Council takes care to review each student's unique situation before dismissal from NJHS. A student wishing to appeal a dismissal should first conference with the NJHS advisors to complete a well thought out, written explanation of his/her actions. Upon receiving a written explanation, the Faculty Council will decide if the member should be reinstated. The Council or student may also elect to schedule a hearing in which the student will explain their actions and reason for appeal before a decision is made. Only one appeal is permitted during a student's tenure as a member. Parents and guardians will not be allowed to attend an appeal hearing, as outlined in the National NJHS Constitution. All appeal decisions by the Faculty Council are final. The Faculty Council will not hear any appeals for nomination or invitation of new members.

NJHS Induction Ceremony:

New inductees will be recognized at an Induction Ceremony. Current members will also renew their membership status during the Induction Ceremony.

Executive Board:

The NJHS executive board will consist of **five** eighth grade current members. Only current members in good standing may run for an executive board position. Executive board positions are *president, vice-president, secretary, treasurer, and parliamentarian*. Members wishing to run for an executive board position must prepare a brief speech to be read before all current members. Voting will take place immediately following candidate speeches with only current members in good standing being able to cast a vote. Results of the voting will be announced the following school day.

- Responsibilities of the executive board may include but are not limited to;
 - informing members of meeting dates
 - organizing and attending school based NJHS fundraisers
 - assisting in Induction Ceremony preparations
 - acting as masters of ceremony at Induction Ceremony

The executive board members act as representatives of the NJHS club and therefore are expected to uphold the eligibility criteria to the highest extent. Any board member who does not continue to meet eligibility criteria will be removed from their position. Election of a replacement board member is at the discretion of the NJHS advisors.

Faculty Council:

The Faculty Council will consist of five school faculty members who volunteer their time to review the actions of NJHS including selecting new members, dismissal of members, and appeals. The Faculty Council will vote on all matters with a majority rule.

Faculty Council members will serve a three year term. In the year new members are needed and/or a member resigns, the school administration will ask for volunteers to serve on the council and will select members from the volunteers to fill the available vacancies. Nothing precludes a former member from serving an additional term.

NJHS advisors serve at the discretion of the school administration and will serve a minimum of five years.

NJHS advisors and administration may be present at the meetings of the Faculty Council but may not cast a vote. The Faculty Council takes care to evaluate all situations against the National Junior Honor Society Constitution and standards of Character, Citizenship, Leadership, Service, and Scholarship.