

ARTICLE VI: OBLIGATIONS OF MEMBERS

1. Annual dues for this chapter shall be \$20. NJHS dues will be charged to the student's FACTS accounts after the first meeting.
2. 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.
3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.
4. Members are expected to maintain a cumulative 3.5 GPA (3 A's and 2 B's; 4 A's and 1 C) in the core classes (religion, ELA, science, social studies, and math).
5. Members are expected to regularly attend meetings. Meetings will be held (primarily) on one select Tuesday of each month after school from 3:00- 3:45 P.M. Meeting dates will be announced in advance. If members are unable to attend a meeting, the student and the parent should notify the advisers and check with them to see what was missed. There will be a mandatory parent meeting at the beginning of each school year to communicate all expectations required of NJHS members.
6. Members are required to complete and log 15 hours of service each trimester. Service at organizations outside of SCBCS need to be completed outside of the regular school day. Students are not permitted to miss instructional time to complete outside service hours. If a student misses instructional time to complete outside service hours, the hours will not count towards their trimester requirement.

ARTICLE VII: OFFICERS

1. The officers of the chapter shall be president, vice president, secretary, treasurer, and parliamentarian.
2. Student officers shall be installed at the last meeting of each school year. All 7th grade members in good standing (members who are currently not on probation and do not hold an "I" in any core subject) with the chapter are eligible to run for a position as an officer at the end of the school year. 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.
3. 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, be familiar with bylaws, prepare meeting agendas with the advisers and submit to the adviser at least 1 day prior to meetings, help identify and promote service and fundraising ideas, and be responsible for the collection of service logs each trimester.
4. The vice president shall preside in the absence of the president, coordinate and monitor group service projects, be present for/volunteer at all chapter events, maintain records/paperwork for service projects, be officer lead for the Service Committee, monitor hallways for posters for all service and fundraisers, and help identify and promote service ideas.

5. The secretary shall keep the minutes (type and share with advisers no later than 3 days after the meeting), be responsible for all official correspondence, take attendance at all chapter meetings, and be present for/volunteer at all chapter events.
6. The treasurer maintains and organizes financial records, be present for/volunteer at all chapter events-especially fundraising (collect money, count, and deposit), be officer lead for the Fundraising Committee, and help identify and promote fundraising ideas.
7. The parliamentarian maintains *Robert's Rules of Order* during meetings and helps keep members up-to-date on their calendars, oversees chapter bylaws and ensures every event is done ethically and to NJHS standards, oversees the rolling sign for all upcoming events, and is present for/volunteer at all chapter events.
8. Officers and the faculty adviser(s) 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.
9. All officers are expected to be available and participate in school-driven food collection, Spirit Day Collections, Open Houses, Grandparents' Day, Book Fairs, Meet the Teacher, and chapter meetings. This may require officers to report to school at 7:15 am and be available on some student holiday/teacher workdays.
10. Officers may be relieved of their duties if placed on probation. If an officer is relieved, the remaining officers will cover those duties for the remainder of the school year.

ARTICLE VIII: MEETINGS

1. Regular meetings of this chapter shall be held (primarily) on Tuesdays each month after school from 3:00 - 3:45 P.M. Meeting dates will be announced in advance. There will be a mandatory parent meeting at the beginning of each school year to communicate all expectations required of NJHS members.
2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.
3. Members are expected to attend all chapter meetings. Missing more than one chapter meeting will result in consideration for probation.

ARTICLE IX: ACTIVITIES

1. The chapter shall determine one or more service projects for each year.
2. All members shall regularly participate in these projects. Officers are required to participate in all projects.
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.
4. Each member shall have the responsibility for choosing and participating in an individual service project or Service Committee which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.
5. The chapter shall publicize and promote its projects in a positive manner.
6. The chapter is responsible for the following school activities:
 - a. Food pantry collection at school Mass
 - b. Diocesan mission drives for our sister diocese in the Dominican Republic.
 - c. Holiday fundraising
7. The chapter is responsible for providing volunteer help for the following school activities (but not limited to):
 - a. Open Houses
 - b. Meet-the-Teacher
 - c. Book Fairs
 - d. Grandparents' Day
 - e. Textbook Delivery

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 St. Charles Borromeo chapter of the National Junior Honor Society. All members of the National Junior Honor Society are expected to be role models and live up to the school mission statement: “responsible, respectful, trustworthy individuals confident in their knowledge and compassionate in His service”, and to maintain his/her academic standing. This means that members of NJHS will be held accountable for respectful, responsible behavior and be willing to serve in the community while maintaining a 3.5 GPA.

Section 2. If a member’s cumulative grade point average falls below the standard in effect when he/she was selected, 3.5 GPA in the five core classes, 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, inappropriate use of personal technology, participating in bullying or group texts that slander other students, social media posts that slander others or the school’s good reputation, 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. Flagrant violations may result in immediate 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 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. 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. The faculty council’s decision may be appealed to the school principal.
- 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 administration.

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.

Approved on 5/17/23

Signatures (Names of the Chapter President, Secretary, Adviser, and Principal.)

Mimi Campis H.

Chapter President

Manuela Avendano - Atuesta

Chapter Secretary

Lisa Bobowicz

Chapter Co-Adviser

Mary Ann Patchett

Chapter Co-Adviser

Jamie Rodriguez

Principal