

**West Lake Middle School**

**4600 West Lake Road**

**Apex, NC 27539**

**Advisors: Patricia Brackett**

**Lisa Belben**

**Principal: Anne Marie Adkins**



# **West Lake Middle School Chapter Bylaws**

Adopted: June 24, 2019

## **ARTICLE I: Name and Purpose**

**Section 1:** The official name of the organization shall be the WLMS Chapter of the National Junior Honor Society of Secondary Schools.

**Section 2:** The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in students of West Lake Middle 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.

**Section 4:** This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

## **ARTICLE II: The Principal**

**Section 1:** The principal shall reserve the right to approve all activities and decisions of the Chapter.

**Section 2:** The principal shall annually appoint a Chapter Advisor, who may serve unlimited consecutive terms.

**Section 3:** The principal shall be a part of the school appeal process for non-selection or dismissal cases.

### **ARTICLE III: The Chapter Advisor**

**Section 1:** The chapter advisor shall be responsible for the direct, day-to-day supervision of the Chapter and act as liaison between faculty, administration, students, and community.

**Section 2:** The Chapter Advisor shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Advisor shall send the annual activity report to the national office.

**Section 3:** The Chapter Advisor shall regularly review each member for compliance with Society standards and obligations.

**Section 4:** The Chapter Advisor shall help the chapter officers understand and carry out their duties.

**Section 5:** The Chapter Advisor shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

**Section 6:** The Chapter Advisor shall be a member of the faculty, appointed annually by the principal, and may serve unlimited consecutive terms.

### **ARTICLE IV: Faculty Council**

**Section 1:** The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The Chapter Advisor shall be an ex officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

**Section 2:** The term of the faculty council shall be one year. Members may be appointed to unlimited consecutive terms.

**Section 3:** The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

**Section 4:** The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissals of members, all of which must remain in compliance with these by-laws and NJHS policies.

## **ARTICLE V: Membership**

**Section 1:** Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, service, leadership, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2:** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisors, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

**Section 3:** Candidates become members when inducted at a special ceremony.

**Section 4:** A NJHS member who transfers to another school and brings a letter from the principal or Chapter Advisor to the new school advisor 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 may not apply to be reinstated.

## **ARTICLE VI: Selection of Members**

**Section 1:** To be eligible for membership the candidate must be members of the seventh or eighth grade class. Candidates must have been enrolled for a period equivalent to one semester at West Lake Middle School.

**Section 2:** Candidates must have a minimum cumulative grade point average of 3.5 on a 4.0 scale based on middle school coursework. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

**Section 3:** The selection of members to this chapter shall be by a majority vote of the Faculty Council.

**Section 4:** Prior to the final selection, the following shall occur:

- a) Students' academic and discipline records shall be reviewed to determine scholastic eligibility.
- b) All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate application for further consideration.

c) The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the Chapter Advisor.

d) The Faculty Council shall review the student application, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

**Section 5:** The National Council and the NASSP shall not review the judgement of the faculty council regarding selection of individual member to local chapters.

### **ARTICLE VII: Obligations of Members**

**Section 1:** Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 30 days of induction.

**Section 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.

**Section 3:** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

**Section 4:** All members should complete 6 hours of community service per semester.

**Section 5:** All members must maintain a cumulative GPA of 3.5 on a 4.0 grading scale. Students who do not meet this requirement, will be placed on probation for the following quarter. Failure to bring the next quarter's cumulative GPA up to the chapter's standard by the end of the probation will result in dismissal from the chapter.

**Section 6:** All members must attend chapter meetings unless approved by the Chapter Advisor.

**Section 7:** All members must continue to demonstrate high standards of service, leadership, character, and citizenship.

### **ARTICLE VIII: Discipline and Dismissal of Members**

**Section 1:** The procedure of dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society.

**Section 2:** Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the West Lake Middle School chapter of the National Junior Honor Society. 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.

**Section 3:** If a member's cumulative GPA falls below the standard in effect when he/she was selected (minimum of 3.5 on a 4.0 grade scale), he/she will be given a written warning and one quarter to improve their grades. If the cumulative GPA remains below standard at the end of the warning period, the student will be subjected to further disciplinary action by the faculty council that can include consideration of dismissal from the chapter.

**Section 4:** Violations of the law or school regulations will result in immediate consideration of the dismissal of a member. These violations include but are not limited to stealing; destruction of property; cheating; truancy; physical aggression; sexual harassment; or possession, selling, or being under the influence of drugs/tobacco or alcohol at school or school-related activities or in the community.

**Section 5:** Offenders of the school code of conduct will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in additional violation(s) of the school code of conduct, the member may be considered for dismissal. A member does not necessarily have to be warned.

**Section 6:** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 7:** 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 8:** In cases of pending dismissal, the member will receive written notification from the advisor/faculty council indicating the reason for consideration of dismissal. The 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 9:** The National Council and the NASSP shall hear no appeals in dismissal cases.

**Section 10:** A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

#### **ARTICLE IX: Nomination and Election of Officers**

**Section 1:** The officers of the chapter shall be president, vice president, secretary, and historian.

**Section 2:** Board members shall be elected at a regular meeting of the West Lake Middle School NJHS Chapter. Time, methods, and procedures for the nomination will be

determined at the beginning of each school year by the Chapter Advisor and Faculty Council.

**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.

#### **ARTICLE X: Board Members Duties and Responsibilities**

**Section 1:** The duties of the president are as follows: presides at all NJHS meetings, meets with executive officers when necessary, coordinates chapter service projects, and serves as the official representative of the chapter at school and community functions.

**Section 2:** The duties of the vice president are as follows: assists NJHS Chapter Advisor with induction ceremony, chairs any extra duties or events in the President's absence, and shall also keep record of members' contributions to leadership and service.

**Section 3:** The duties of the secretary are as follows: takes attendance at every meeting, maintains an accurate record of the minutes of the NJHS meetings, reviews appropriate minutes from previous or related meetings, carries on all necessary correspondence, organizes NJHS files, agendas/minutes, correspondence, provides input to website and advertisement regarding NJHS activities.

**Section 4:** The duties of the historian are as follows: coordinates pictures of all NJHS activities and events, coordinates with yearbook photographer for coverage of NJHS events, provides input to webpage and advertisement regarding NJHS activities.

**Section 5:** In the case a position becomes vacant during the school year, the president will call a meeting to nominate and vote on a replacement.

#### **ARTICLE XI: Executive Committee**

**Section 1:** The executive committee shall consist of the officers of the chapter, the Chapter Advisor, and a member of the Faculty Council.

**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 XII: MEETINGS**

**Section 1:** Regular meetings of this chapter shall be at least twice a quarter and otherwise as deemed necessary by the executive committee.

**Section 2:** This chapter shall conduct its meetings according to *Robert's Rules of Order*.

**Section 3:** Members are expected to attend all chapter meetings unless prior approval from the Chapter Advisor. Members are not expected to attend chapter meetings when tracked-out.

## **ARTICLE XIII: ACTIVITIES**

**Section 1:** The chapter shall be involved in one or more service projects for each year.

**Section 2:** All members are required to participate in at least 6 hours of service per semester.

**Section 3:** Each member is expected to participate in at least one service project during each semester. Activities will be selected and planned by the members. If a member is not able to participate in any of the service projects coordinated by the chapter, he/she must develop an individual service project and receive prior approval by the Chapter Advisor.

**Section 4:** Members who have approval to perform an individual service project will provide a log of service hours to the Chapter Advisor. A log of the service must be submitted to the Chapter Advisor prior to the end of the semester with a brief description of activities, amount of time spent, and a signature of an adult who supervised the event.

## **ARTICLE XIV: Amendments**

**Section 1:** Amendments to the by-laws may be made at any time at the discretion of the Faculty Council and principal of West Lake Middle School. The executive officers may also propose amendments to be voted on by the Faculty Council.

**Section 2:** A majority vote of the Faculty Council and approval of the principal is necessary to pass an amendment.