

BY-LAWS
NATIONAL JUNIOR HONOR SOCIETY
NJHS BOBCATS
Bob Graham Education Center
Miami, Florida

ARTICLE I
NAME AND PURPOSE

Section 1. The name of this organization shall be the NJHS Bobcats Chapter of the National Junior Honor Society of Bob Graham Education Center.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in students of Bob Graham Education Center.

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.

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 adviser, who may serve consecutive terms.

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

ARTICLE III
THE CHAPTER ADVISER

Section 1. The chapter adviser 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 adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

ARTICLE IV **FACULTY COUNCIL**

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No 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 consecutive terms.

Section 3. The chapter adviser shall be an ex-officio, non-voting sixth member of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

ARTICLE V **MEMBERSHIP**

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

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

Section 4. A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser 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 are never again eligible for membership or its benefits. Members who do not show interest or apply the first time they are invited will not be invited again during their duration at the school.

ARTICLE VI **SELECTION OF MEMBERS**

Section 1. To be eligible for membership the candidate must be enrolled as a member of those classes/grade levels that follow: (2nd semester six, seventh and eighth grades – with ninth grade included if part of the same school – school selects grade level eligibility years).

Section 2. Candidates must have and maintain cumulative scholastic average of **3.5**. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. Candidates must maintain straight **A's** in conduct and only **1's** in effort.

Section 3. The selection of each member to the chapter shall be by a majority vote of the faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication which is widely available, in a timely fashion, to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society.

Section 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

ARTICLE VII
DISCIPLINE/DISMISSAL

Section 1. The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, will develop a dismissal procedure. A written description of the discipline/dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not, necessarily, have to be warned.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the faculty council.

Section 5. A 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 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE VIII
NOMINATION AND ELECTION OF OFFICERS

Section 1. The officers of this chapter shall be president, vice-president, secretary, treasurer, and junior officer.

Section 2. Officers shall be elected at a regular meeting of the NJHS Bobcat chapter.

ARTICLE IX

OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1. The President:

A good president is a motivator, an inspirer, a manager, and a teacher. The excitement of winning the election soon gives way to realizing that there is a job to do, and that other people depend on you. One of your responsibilities is to plan before the school year starts. Although you may have excellent ideas, be careful not to tell them all at once or you will discourage participation. Involving others in making decisions may appear to slow down progress, but people will be more enthusiastic and will work harder when they're involved.

Expect other officers to accept responsibility. Make sure that each person understands what is expected and how to do it. Once you are sure of this, check back with them at least once a week.

Sometimes someone will disappoint you by not following up on what he or she was supposed to do. Ask the adviser to join the two of you in a talk. It is important to review what needs to be done, and to ask people if they still want to be in charge of a project. If yes, check to be sure that their job is clearly understood. Ask for a new agreement on when things will be finished. It's helpful to say what will happen if the officer does not keep the commitment.

You will be tempted to take over and do things yourself. Avoid this trap unless it's a crisis, or you will find yourself overwhelmed with things to do. In trying to handle everyone else's job, you won't be able to do your own.

The president is the one officer who must have the "big picture". Because you are responsible to see that everyone does the job, you may need to remind individuals how their specific jobs fit into the overall goals of the group. Help the organization stay "on target" by setting aside time in meetings to review what the group said it wants to do, and to evaluate progress.

Finally, keep in mind that you will be successful if you model the kind of behavior you want from others. As a leader, your actions are highly visible to others. By planning ahead, listening, organizing, and keeping your commitments, you will inspire others to do the same.

Section 2. The Vice President

The vice-president shows responsibility for supervising the operation of the entire organization. It is important that you be as well informed as the president. You must be prepared to assume more responsibility if needed.

It is important that you have specific duties as well. Some vice presidents have specific duties. Some vice presidents work as parliamentarians or presiding officers of the general assembly.

A key task could be “Coordinator of Committees” who duties include:

Meeting with all committee heads.

Keeping a record of projects delegated to committees.

Sitting with each committee at its meetings.

Keeping a list of each committee’s time-line.

If a chairperson has problems, the vice president can make suggestions, inform the adviser of the problems, and participate in meetings called to solve problems.

Section 3. The Secretary

Attendance

1. You may need to keep attendance records to be sure that members attend a certain number of meetings.
2. Post attendance records to encourage members and officers to attend meetings (subtle, public hint).

Reservations

1. For special meetings (e.g. breakfast meetings) you can help set up car pools, price local restaurants, make reservations, set seating arrangements, and so on.

Correspondence

1. Get some thank you cards and stationery with the NHS emblem on them. If you have cards and postage stamps handy you’ll use them.
2. Thank you notes should be handwritten. Sign official cards With “on behalf ofSchool Honor Society, Jane/John Doe, Secretary.
3. If you have lots of cards to write, bring them to a Society meeting and have each member write some.

Miscellaneous Ideas

1. Set up mail boxes for each officer and member.
2. Write out an Honor Society directory with the phone numbers, postal and email addresses of all members.
3. Put reminder notes in leader mail-boxes before each meeting.
4. Pass out “motion slips” during meetings. The members write down their motions on the slips, sign them, and pass it to the chairperson who’ll read it and pass it to you for reference when you write the minutes.

More Ideas for the Secretary

1. Attendance lists help. Instead of writing down each person’s name at each meeting, make up a master list and check off each name as he or she arrives.
2. Action taken on motions should be underlined for easy reference.
3. Ask the school librarian for bulletin board space to post Honor Society agendas, minutes and notices.
4. Mail copies of the minutes to the district superintendent, the faculty and the parents’ association.
5. Tape-record meeting; listen to the tapes when you write up the minutes.
6. Write up the minutes as soon as possible after the meeting (it’s easy to forget details if you wait too long). Send minutes for review within a week before the next meeting. Sign the minutes and other official documents (future Honor Society leaders may need to contact you).
7. The secretary is the one who reads the minutes during Society meetings.
8. Try recording minutes on butcher paper hung on the walls (use different colored markers).
9. If you have lots of Society phone calls to make, set up a “phone tree”. You call two people, they’ll call two people, and so on.
10. Standard forms that you fill in during the meetings save lots of time and help when you write up the minutes (especially if you miss a meeting and someone else uses the same form to take minutes for you).

Section 4. The Student Treasurer and Booster Treasurer

The student treasurer is responsible to assist the booster treasurer for accurate, complete accounts and plans. Careful bookkeeping is the key to financial responsibility. All bills are cleared through the Booster treasurer. The booster Treasurer and the adviser must sign the checks. A busy, active program needs student support in enthusiasm, effort, money, suggestions, and imagination.. *

Honor Society Funds

Honor Society funds must be spent to benefit the students who are currently members and in the school because they have contributed to raising the funds. The Honor Society has the authority to manage the funds with the approval of the Adviser and Booster Treasurer. The power to approve or disapprove spending money lies with the Honor Society Adviser and the Booster Treasurer.

Keeping the Funds Balanced

Money received should balance with money spent.

Income/Expense:

Whether completed on printed ledgers or in an accounting software package, the following forms should be developed, used and monitored.

Balance Sheet

The balance sheet shows the financial position of an organization at the specific time. At the end of each year, a balance sheet is made listing the final balances of the various accounts.

Ledger Sheet

Working with a ledger sheet, the student officers summarize both the receipts and the expenses after each meeting, and prepare a worksheet.

* Local or state policies regarding collection and disbursement of funds may be applicable. Consult with the school bookkeeper/treasurer regarding the policies in effect for the proper handling of all funds.

Budget Requested Form

Budget request forms are given to faculty members who request funds. These requests help project expenses.

Money Deposited

A money deposit form is a record of the money received through activities and fundraisers to be entrusted for safekeeping in the bank.

Annual Audit

Each year, the treasurer, under the supervision of the adviser, should complete an audit of all chapter accounts and have it on file. A good time to conduct such an audit is upon the election of the new treasurer so that the new officer can assist in the audit, thus learning the nature of this responsibility.

ARTICLE X **EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

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 XI **ELECTION OF BOOSTER TREASURER**

Section 1. The booster treasurer must be a parent of an existing NJHS member. The booster treasurer must share monthly statements with the Adviser and make statements available to Principal when requested.

Section 2. The booster treasurer must be elected by the governing board which consists of all the parents of existing NJHS members.

Section 3. If the position of Booster Treasurer becomes available the governing board will hold a special election and open the floor for nominations. At which time an election will take place to fill the position. The adviser will not have sole access to the account at anytime during the school year.

ARTICLE XI **MEETINGS**

Section 1. The NJHS Bobcat Chapter shall meet the 3rd Wednesday of each month at 2:15 P.M.

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

Section 3. Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws.

ARTICLE XII **ACTIVITIES**

Section 1. The chapter shall be involved in one or more service projects during the school year.

Section 2. Each member shall be involved in an individual service project as approved by the chapter adviser.

ARTICLE XIII **AMENDMENTS**

There will be a method and procedure for amending by-laws as determined by faculty council and advisers.