



## **Cupeyville School National Junior Honor Society**



Cupeyville School's National Junior Honor Society is an affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character.

Standards for selection are established by the national office of the NJHS and have been revised to meet our local chapter needs.

Students in the eighth and ninth grades who have attended Cupeyville School for a minimum of one whole academic school year are eligible for membership. Once final overall yearly grades are available by the end of May, a roster of possible candidates is prepared by the Chapter Adviser.

A list of nominated students will be submitted to the teachers and administration for review.

For the academic criterion, a student must have a GPA of 95% or above.

To evaluate a candidate's leadership, service, citizenship, and character, the Chapter Adviser reviews the school's disciplinary records, as well as the Student Activity Information Form submitted by the candidates. Members of the faculty fill out and submit an evaluation form in which they provide their professional comments on each candidate's qualifications in relation to the afore-mentioned standards of evaluation. All documents are carefully reviewed by the Chapter Adviser and Faculty Council to determine membership. A majority vote of the council is necessary for selection. By the end of this process, a revised list of students is prepared, and these students are informed of their selection via a letter from the NJHS Adviser and/or at a NJHS meeting.

Following notification, a formal induction ceremony is held at the school the following September to recognize all the newly selected 8<sup>th</sup> and 9<sup>th</sup> grade members. Once inducted, new members are required to uphold the standards for which they were selected. Their obligations also include regular attendance to chapter meetings, with no more than two excused absences, and participation in the chapter service project(s).



**National Junior Honor Society  
Cupeyville School**



**Chapter Bylaws**

**Article I: Name and Purpose**

Section 1. The name of this chapter shall be the Cupey Chapter of the National Junior Honor Society of Cupeyville School.

Section 2. 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 to encourage the development of character in students of Cupeyville School.

**Article II: Powers**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of the NJHS.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal and / or school director.

Section 3: The principal and / or school director reserves the right to approve all activities and decisions of the chapter.

Section 4: Non-discrimination. Our 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 III: Membership**

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and will be based on the criteria of Scholarship, Leadership, Service, Citizenship, and Character.

Section 2. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the eighth or ninth grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled at Cupeyville School for at least one full academic year prior to his/her selection.

- c. Candidates eligible for election to the chapter must have a minimum cumulative grade point average of 95% or above.
- d. Candidates must have an A in conduct in all of his or her classes and/or have no conduct referrals from any teachers and have no referrals at the Dean of Discipline's office.
- e. Upon meeting the grade level, enrollment, and 95% or above requirements, candidates will then be considered based on their service, citizenship, leadership, and character.

#### **Article IV: Selection of Members**

Section 1. The selection of members to this chapter will be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser will be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. The selection of new, active members will be held once a year at the end of the second semester.

Section 3. Prior to selection, the following will occur:

- a. Students' academic final yearly grades will be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (candidates) will be notified in the month of August of the following school year and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. The faculty will be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council and chapter adviser will review the faculty's evaluations, Dean of Discipline report, the Student Activity Information Form, and candidate essays in order to determine 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 Cupeyville School to another school will be given an official letter, signed by the chapter adviser and school principal or school director, indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society from another school who transfers to Cupeyville School must bring a letter of recommendation from his previous chapter adviser. The transferred member will be automatically accepted for membership in this chapter. The Faculty Council shall grant the transferring member one semester to attain Cupeyville School's membership requirements and, thereafter, he or she must maintain the requirements for this chapter in order to retain his/her membership.

Section 7. Some candidates may be ineligible for induction because of the 'one year in Cupeyville School' ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal or school director should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the 'must have been in school for one year' regulation.

**Article V: Obligations of Members**

Section 1. Annual dues for this chapter will be \$20 per member per year as noted in the national constitution.

Section 2. Each member is obligated to:

- a. maintain a cumulative grade point average of 95% or above
- b. demonstrate impeccable conduct in and outside of school
- c. plan and participate in community service activities inside and outside of school
- d. attend required meetings
- e. be an active member of at least two school clubs

**Article VI: Officers**

Section 1. The officers of the chapter will be president, vice president, secretary, treasurer, and historian.

Section 2. Student officers will be elected during the first meeting at the beginning 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 will be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote will be taken of the two candidates receiving the highest number of votes.

*The following duties will reflect the responsibilities developed for officers in the local chapter. The execution of said duties will be under the supervision of the chapter adviser.*

Section 4. It will 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 will preside in the absence of the president and will also keep a record of members' contributions to leadership and service.

Section 6. The secretary will keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer will keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. The historian will document and prepare either a binder or power point presentation of all NJHS activities throughout the year.

Section 9. Officers and the chapter adviser will collectively be known as the chapter's Executive Committee. The executive committee will 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.

Section 10. If at any time during the school year an office becomes vacant, an emergency election will be held at the next scheduled meeting. The replacement vote will be valid until the end of that school year.

### **Article VII: Meetings**

Section 1. Chapter meetings will be announced on Edline and in classrooms.

Section 2. Members are expected to attend all chapter meetings.

Section 3. Absences from regularly scheduled chapter meetings will be categorized as excused and unexcused. An excused absence may be granted if prior notification and a viable reason is given (limit two; exception – emergency). Two unexcused absences (during a given academic year) will constitute a written warning and the disciplinary/dismissal process as put forth in Article IX Section 4 will apply.

### **Article VIII: Activities**

Section 1. The chapter adviser and its members will determine the service projects for the school year.

Section 2. All members will regularly participate in these projects.

Section 3. Each member will have the responsibility for choosing and participating in an individual service project 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.

Section 4. The chapter will publish and promote its projects in a positive manner through Edline or other media.

### **Article IX: Discipline and Dismissal of Members**

Section 1. Any member who falls below the standards of scholarship, leadership, character, citizenship, and/or service will be dismissed from the Cupeyville School Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service, citizenship, and leadership to his/her school and community at all times.

Section 2. If a member's cumulative grade point average falls below 95% by the end of the first semester, he /she will be given a written warning and be placed on probation for the remainder of the second semester. If the cumulative grade point average remains below standard at the end of the probation period, the student will be dismissed from the chapter. It is required that each member have the required GPA of 95% or above at the end of each school year in order to remain in the NJHS.

Section 3. Violation of the law or school regulations will result in immediate dismissal of a member. These violations include, but are not limited to, stealing, forgery, destruction of property, vandalism, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 4. Offenders of the school conduct code, as listed under “Discipline” in Cupeyville School’s Student Handbook - such as use of profanity, bullying of any type, harassment of any type, failure to comply with school and classroom rules and regulations, unexcused absences, excessive tardiness, fighting, defiance of authority, disorderly conduct, lying, being off campus during school hours without permission, etc.- will receive a written warning notification. Under these circumstances, a conference will be requested by either the chapter adviser, or Faculty Council. If the member is involved for a second time in yet another violation of the school conduct code, the member will be immediately dismissed.

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 and chapter adviser.

Section 6. In all cases of pending dismissal:

- a. The member will receive a written notification from the chapter adviser and Faculty Council indicating the reason for possible dismissal. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of the school rules or the law can warrant disciplinary action without a written warning, although a hearing must still be held (see below).
- 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 the 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 in writing. The Faculty Council will then vote on whether or not 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 reviewed by the principal and/or school director, and presented in a letter sent to the student and parents. Dismissed members must surrender any membership emblem and/or certificate to the adviser.
- d. A member who is dismissed or resigns, may never again be considered for membership in the National Junior Honor Society.
- e. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate. However, Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.
- f. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS at the high school level.

#### **Article X: Resignation from NJHS**

A member who chooses to resign from the NJHS must present a letter to the chapter adviser stating the reasons for his or her resignation. The letter must be signed by the student, his or her parent(s) or guardian(s), the chapter adviser, and the school’s principal or director. A member who resigns must turn in the chapter insignia (if applicable) and certificate.

As stated before, a member who resigns, may never again be considered for membership in the National Junior Honor Society; however, resignation from NJHS has no bearing on future consideration for membership into the NHS.

### **Article XI: Amendments**

Section 1. These by-laws may be amended by a 2/3 vote of all active members of the chapter, provided notice of the proposed amendment has been given to them at least one month prior to the vote and that it is approved by the administration. The exceptions are *membership, selection, and discipline*, which are developed by the Faculty Council with approval of the principal and / or school director.

Section 2. By-laws and amendments *must be* consistent with the Constitution of the National Junior Honor Society.

Section 3: These bylaws shall be reviewed and if necessary, revised, within five years from the date of approval noted on this document.

### **Other Information –**

The motto of the National Junior Honor Society is *Light Is the Symbol of Truth*.

The official colors of the National Junior Honor Society are blue and white.

The official flower of the National Junior Honor Society is the white rose.

**Cupeyville School - National Junior Honor Society By-Laws**  
**Revised: May 2010**

**The Cupeyville School Chapter By-Laws document is based on the NJHS Constitution – [www.njhs.us](http://www.njhs.us) – which was revised by the NASSP Board of Directors in July 2008.**