



Chapter Bylaws  
Boys Preparatory Academy Chapter  
of the  
National Junior Honor Society  
Adopted: 2018-19

Based on the requirements outlined in the Constitution of the National Junior Honor Society, Article XVI, the following is submission of the official bylaws of this chapter, adopted on November 7, 2016, by the chapter's Faculty Council and Principal. It is added to (but does not supersede) the conditions, requirements, and obligations already expressed in the Constitution of the National Junior Honor Society.

*"Each chapter shall write bylaws to amplify sections of the NJHS Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with the national Constitution. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like."*

**ARTICLE I: NAME**

The name of this chapter shall be the Boys Preparatory Academy Chapter of the National Junior Honor Society of Boys Preparatory Academy at Franklin Middle Magnet School.

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to promote and adhere to the BPA Vision, Creed, and Scholarly Attributes, with a focus on: Scholarship, Service, Leadership, Character, and Citizenship in students of Boys Preparatory Academy at Franklin Middle Magnet School.

**ARTICLE III: PRINCIPAL, ADVISOR(S), FACULTY COUNCIL**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See [www.njhs.us/constitutions](http://www.njhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 3: The chapter Adviser(s) is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Adviser(s)

- a.) The Adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- b.) The Adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The Adviser(s) shall send the annual activity report to the national office.
- c.) The Adviser(s) shall regularly review each member for compliance with Society standards and obligations.
- d.) The Adviser(s) shall help the student officers understand and carry out their duties.



#### Section 5: Faculty Council

- a.) The Faculty Council shall consist of the Adviser(s) and five to seven voting faculty members.
- b.) The Faculty Council controls the selection process of new Members and handles formal discipline and dismissals of members.
- c.) The Faculty Council shall put on probation those students who fall below membership standards determined by the Faculty Council. Students on probation cannot attend meetings, activities, etc. until their achievement meets the standards. They will receive counsel and support from the Faculty Council.
- d.) The Faculty Council shall meet at least once a grading quarter to select members and to consider dismissal, non-selection, and warning cases.
- e.) The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

#### Section 6: Nondiscrimination.

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, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

### **ARTICLE IV: SELECTION OF MEMBERS**

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria and adherence to the BPA Vision, Creed, and Scholarly Attributes, Scholarship, Service, Leadership, Character, and Citizenship.

#### Section 2: Eligibility

- a.) To be eligible for membership the candidate must be in the second semester of sixth grade, or members of the seventh or eighth grade class at Boys Preparatory Academy at Franklin Middle Magnet School.
- b.) To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Boys Preparatory Academy at Franklin Middle Magnet School.
- c.) Candidates must have a minimum cumulative unweighted G.P.A of a 3.75 on a 4.0 scale and no more than one B in conduct, from the previous two quarters, to apply for membership.
- d.) Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on adherence to the BPA Vision, Creed, and Scholarly Attributes, Scholarship, Service, Leadership, Character, and Citizenship.

#### Section 3: Prior to final selection, the following shall occur:

- a.) Students' academic and discipline records shall be reviewed to determine scholastic eligibility.
- b.) Students who are eligible scholastically (candidates) shall be notified and asked to complete and submit the "Student Application Packet" for further selection consideration.
- c.) The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the Adviser(s).
- d.) The Faculty Council shall review the "Student Application Packet", faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.



Section 4: Selection

- a.) The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
- b.) 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 V: MEMBERSHIP**

Section 1: Membership is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding promotion and adherence to the BPA Vision, Creed, and Scholarly Attributes, Scholarship, Service, Leadership, Character, and Citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: Candidates become members when they receive a letter of induction from the Faculty Council. Students will be formerly inducted at a special ceremony Spring semester.

Section 3:

- a.) Members must not receive an academic grade in any class lower than a 'B' on quarterly report cards.
- b.) Members must show/maintain a clear disciplinary record (i.e. no detention, suspension, or expulsion), and no conduct grade below a 'B' on quarterly report cards.

Section 4: All members are required to participate in at least two chapter service projects. [see NJHS Constitution, Article XIV, Section 4]

Section 5: Each member is subject to a quarterly review by the Adviser(s) and Faculty Council, as requisite by the NJHS Constitution, Article VI, Section 3 and Article VIII, Section 1. If any member fails to meet eligibility requirements for a quarter, that member will automatically be placed on membership probation for a period of one scholastic quarter, at which time eligibility requirements must be met in order to maintain membership status.

Section 6: All requirements for eligibility must be met and reviewed on a quarterly basis. If a student renounces or disavows any specific accountability of academic or social distinction at any time, that student's eligibility status may be subject for review by the Faculty Council.

Section 7: Each member will be required to pay dues of \$10 per semester (based on specific school year) to the BPA chapter. Payments should be made payable to BPA Franklin. All member dues must be paid in full by the date given by the advisor. Discontinuation of membership may be considered and reviewed by Faculty Council if member fails to pay dues by due date.

Section 8: A member of the National Junior Honor Society who transfers to this school and brings a letter from the former principal or Adviser will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.



## **ARTICLE VI: OBLIGATIONS OF MEMBERS**

Section 1. Semester dues for this chapter shall be \$10. Dues will be payable to the chapter within 30 days of induction or by the last day of September and January.

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 and the gold tie with a BPA logo.

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

## **ARTICLE VII: DISCIPLINE AND DISMISSAL**

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. A written description of the 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 in writing by the chapter Adviser(s) and given a reasonable amount of time to correct the deficiency, except that 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 what the reasonable time to correct the deficiency will be and when an individual has exceeded a reasonable number of warnings.

Section 4: Dismissal

- a.) In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the Faculty Council.
- b.) 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.
- c.) In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.
- d.) The National Council and the NASSP shall hear no appeals in dismissal cases.

Section 5: Members who resign or are dismissed are never again eligible for membership or its benefits at the Boys Preparatory Academy Chapter of NJHS.

## **ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS**

Section 1: The officers of this chapter shall be five board members. These officers comprise the Executive Council.

Section 2: The Executive Council shall be elected at a regular meeting of the Boys Preparatory Academy Chapter of NJHS. Time, methods, and procedures for the nomination will be determined by the chapter at the beginning of each school year by the Adviser(s) and Faculty Council. Dates will be subject to change according to the school's calendar.



## **ARTICLE IX: OFFICERS (EXECUTIVE COUNCIL) DUTIES AND RESPONSIBILITIES**

Section 1: Officers for the chapter shall include: President, Vice President, Secretary, Treasurer, and Historian. The Executive Council for this chapter will consist of these officers and the Adviser(s). Officers must be nominated by the Faculty Council in order to be considered for candidacy and election. Elections will take place at the first NJHS meeting of each school year by the inducted chapter members (with the exception of the first election which will be prior to induction). All officers must be in seventh or eighth grade. Term of each office shall last for one school year.

Section 2: Members of the Executive Council should attend all functions whenever possible. If an officer misses three activities, including meetings, that officer may be dismissed and a replacement appointed by the Adviser(s).

Section 3: It is the responsibility of the Executive Council to

- a.) Hold an Executive Committee Council meeting no less than two days before each Boys Preparatory Academy Chapter of NJHS meeting.
- b.) Plan and conduct all meetings in such a manner that members' time is well spent.
- c.) Direct business affairs of the chapter.
- d.) Coordinate committees and members appointed to help with projects or duties.
- e.) Plan and communicate community service projects with the Adviser(s).
- f.) Make recommendations concerning bylaws, time and place of meetings, special projects, and member obligations to the Adviser(s)

Section 4: Specific duties of each officer are as follows:

- a.) President (must be an 8<sup>th</sup> grader)
  - a. Maintain close communication with the Adviser(s).
  - b. Preside at meetings.
  - c. Serve as the main speaker for the induction ceremony.
  - d. Maintain communication with the other officers.
  - e. Coordinate activities.
  - f. Complete any projects or responsibilities given to the office.
- b.) Vice President (must be a 7<sup>th</sup> or 8<sup>th</sup> grader)
  - a. Preside at meetings in the absence of the President.
  - b. Serve as chairman of the telephone/email committee.
  - c. Complete any projects or responsibilities given to the office.
- c.) Secretary (Since we currently meet during grade level lunches, the secretary position must have a representative from each grade level. (7<sup>th</sup> or 8<sup>th</sup> graders)
  - a. Take roll at all meetings.
  - b. Take and post minutes of each meeting in an organized manner.
  - c. Write thank you notes and other correspondences as needed.
- d.) Treasurer (7<sup>th</sup> or 8<sup>th</sup> grader)
  - a. Help encourage members to turn in NJHS dues on time.
  - b. Keep a running budget of available NJHS funds.
  - c. Keep a running budget for all ongoing projects.



- e.) Historian (7<sup>th</sup> or 8<sup>th</sup> grader)
  - a. Document through photos, etc. events of Boys Preparatory Academy Chapter of NJHS.
  - b. Make announcements about club activities/projects via morning announcements.

Section 5: Other committees may be appointed as deemed appropriate by the Adviser(s) or the Executive Council for the general operation of the chapter.

## **ARTICLE X: MEETINGS**

Section 1: Boys Preparatory Academy Chapter of NJHS shall meet monthly.

Section 2: Active Members

- a.) Must attend regularly scheduled meetings as well as special meetings as designated by the Executive Council.
- b.) Expected to check the Boys Preparatory Academy Chapter of NJHS Edsby page on a regular basis. Schedules, announcements, etc. will be posted there.
- c.) Participate in a designated community project(s).
- d.) Should participate in fund-raising, community service projects, collection drives, and other Boys Preparatory Academy Chapter of NJHS activities.

Section 2: Meeting dates will be determined and scheduled in advance by the Advisor(s) and Faculty Council. Schedule will be announced at meetings and then posted publicly in the school at least 3 days prior to each meeting. Special meetings can be called by the Executive Council, as needed, with at least 3 days prior notice to all members.

Section 3: Member must inform the Adviser(s) via Edsby if missing a meeting. Any member missing more than two (2) unexcused meetings per school year will be subject to review and disciplinary action by the Faculty Council.

## **ARTICLE XI: ACTIVITIES**

Section 1: The chapter shall be involved in one to two group service projects during the school year.

Section 2: 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.

Section 3:

- a.) Each member shall have the responsibility for choosing and participating in an individual service project(s) that reflects his or her particular talents and interests.
- b.) All members shall regularly participate in these projects.
- c.) Each marking quarter, members shall record the service on a verification sheet. Verification sheets must be turned in by the end of each semester to the Adviser(s).

Section 4: Each member will be expected to complete at least four hours of community service per semester or eight hours per academic school year.



Section 5. The chapter shall publicize and promote its projects in a positive manner.

## **ARTICLE XII: 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 principal.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

## **ARTICLE XIII: 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 V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on October 15, 2018

### **Signatures**

Executive Council:

Adviser:

Adrienne Menteer

Faculty Council:

Alan Gonzalez

Kristie Huether

JaDarius Larkin

Brian Stepp

Kathleen Wasserman

Tricia Watson

Caitlyn Zimmerman

Principal:

John Haley