



Bulldog Chapter By-laws
National Junior Honor Society
Robert L. McCaffrey Middle School
(As of September 1, 2018)

Article I: Name and Purpose

- Section 1. The name of this organization shall be the Bulldog Chapter of the National Junior Honor Society at Robert L. McCaffrey Middle School.
- 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 within Robert L. McCaffrey Middle School.

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 member of the faculty as chapter adviser, who may serve consecutive terms.
- Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
- Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.
- Section 5. In addition to the above responsibilities listed under Article V of the National Constitution, the Principal shall 1) conduct at least one private meeting involving the chapter adviser, and the five members of the Faculty Council prior to the first school day in order to review the previous year's events and discuss the calendar of the current year; 2) assist the Chapter Adviser in the identification of students who are scholastically eligible for application prior to the first school day of September; 3) hear all appeals from students who are non-selected and reconvene the Faculty Council if a procedural or technical error has been made; 4) communicate to the Chapter Adviser any issues concerning National Junior Honor Society brought to his/her attention by members of the community that would directly impact the selection or dismissal of a student. Under no circumstance is the Principal to serve as a member or even an observer of the Faculty Council's deliberations pertaining to the selection or dismissal of a student.

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 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.
- Section 5. In addition to the above responsibilities listed under Article VI of the National Constitution, the Adviser shall 1) review each member for compliance with society standards and obligations within one week of the end of each quarter; 2) approve all chapter activities and provide the Principal with a written record of chapter activities; 3) read and develop a familiarity with the Constitution of the National Junior Honor Society by-laws; 4) attend all meetings and functions, including those of the Faculty Council; 5) hand applications and by-laws to scholastically eligible students prior to the first Friday in September; 6) collect all applications from interested students by the second Friday in September; 7) involve Chapter members in the development and review of selection and dismissal procedures and guidelines; 8) ensure that the Faculty Council follows national and local guidelines for procedure; 9) facilitate discussions of the Faculty Council in order to maintain objectivity and professionalism during the review of each case; 10) serve as an advocate for each student whose name or case is brought before the Faculty Council by assuring that the Council considers only relevant and valid information in a fair and consistent manner; 11) interview teachers who give students a below-average evaluation; 12) notify applicants by mail of selection/non-selection by the fourth Friday in September; 13) hold an induction ceremony by the second Friday in May; and 14) provide written documentation to the Principal if the Faculty Council violates the National Constitution Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Article IV: The Faculty Council

- Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (See commentary in the national handbook regarding the functions of the Faculty Council.)
- Section 2. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Section 3. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.
- Section 4. In addition to the above responsibilities listed under Article VII of the National Constitution, the Faculty Council shall 1) read and develop a familiarity with the Constitution of the National Junior Honor Society Bylaws prior to meeting with the Principal prior to the first school day; 2) follow all stated guidelines and procedures in all aspects of the chapter's activity; 3) consult with the Chapter Adviser concerning questions of policy and/or procedure and refer all questions from parents concerning the National Junior Honor Society to the Chapter Adviser; 4) review student applications and meet with the Chapter Adviser to select new members by the third Friday in September; 5) maintain objectivity and professionalism during the review of each case; 6) examine each individual case as a group in such manner as to allow every member to evaluate and comment on every case; 7) provide written documentation to the Principal if the Chapter Adviser violates the National Constitution Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Article V: Selection of Members

- Section 1. Selection for membership is determined by a majority vote by the Faculty Council and is based upon outstanding scholarship, character, service, leadership and citizenship through the completion of an application.
- Section 2. Candidates must have been in attendance at Robert L. McCaffrey Middle School for at least one quarter.
- Section 3. The scholastic requirement for membership is a grade point average of at least 3.00.

Section 4. A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser shall automatically be accepted as a member of the Bulldog Chapter in accordance with the National Junior Honor Society Constitution.

Article VI: Non-selection of Members

Section 1. Students who are not selected for membership in the NJHS shall be notified in writing of their non-selection. Specific reasons need not be given, however, the Faculty Council shall provide general statements as to which component the student was deficient in.

Section 2. The Chapter Adviser shall hold a conference with each non-selected student and explain the reason for non-selection if requested by the student.

Section 3. Students who wish to appeal the decision of the Faculty Council may submit an appeal in writing to the Principal within one week of the dated notification.

Section 4. The Principal shall hear all appeals from non-selected students. Following a discussion with the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the principal may ask the Faculty Council to reconvene to review the situation.

Article VII: Membership

Section 1. Annual dues set by the Executive Committee and approved by the membership may not exceed \$20.00. Membership shall not be denied due to a member's inability to pay.

Section 2. Membership shall be known as active and honorary.

Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become active members when inducted at a special ceremony.

- Section 5. An NJHS member who transfers to another school and brings a letter from the 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 quarter in order to retain membership.
- Section 6. Members who resign or are dismissed may not be again eligible for NJHS membership or its benefits.
- Section 7. All members must attend regularly scheduled meeting as well as special meetings as designated by the Executive Committee.
- Section 8. When a member incurs his/her first unexcused absence from a chapter meeting, he/she will be placed on probation. If there is a second offense, it will result in dismissal from NJHS.
- Section 9. Excused absences may be granted from activities by the chapter adviser and by faculty council members only.
- Section 10. All active members must wear their Bulldog Honor Society attire (shirts/sweatshirts) on meeting days and Honor Society events with nice pants or jeans or skirts.
- Section 11. All active members and candidates are expected to check the Hornet Honor Society website on a regular basis. Schedules, announcements, etc. will be posted here.

Article VIII: The Executive Committee

- Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.
- Section 2. The chapter officers shall be elected by a majority vote of the society membership. These officers are: President, Vice President, Secretary, Treasurer and a Historian. Other committees may be appointed as deemed appropriate by the chapter adviser or the Executive Committee for the general operation of the chapter.

Section 3. It is the responsibility of the chapter officers to:

- Hold an Executive Committee meeting no less than two days before each National Junior Honor Society general meeting.
- Plan and conduct all meetings in such a manner that members' time is well spent.
- Direct business affairs of the chapter.
- Coordinate committees and members appointed to help with projects or duties.
- Plan and communicate community service projects with the Adviser.
- Make recommendations concerning bylaws, time and place of meetings, special projects, and member obligations to the Adviser.

Section 4. Officers should attend all functions whenever possible.

Section 5. If an officer misses two or more activities, including meetings, that officer may be dismissed and a replacement appointed by the Adviser.

Section 6. Specific duties of each officer are as follows:

1. President

- Maintain close communication with the Adviser.
- Preside over meetings.
- Meets and maintains communication with executive officers
- Provide leadership skills
- Organize fundraisers and group activities
- Obtain service opportunities (group and individual)
- Participate in the planning and implementation of the Induction Ceremony

2. Vice President

- Complete duties of the president in case of president's absence
- Help preside over meetings – maintain order
- Obtain service opportunities (group and individual)
- Organize fundraisers with the president
- Participate in the planning and implementation of the Induction Ceremony

3. Secretary

- Record minutes for all meetings
- Keep records of membership attendance at meetings
- Obtain service opportunities (group and individual)
- Submit school-wide announcements
- Oversee the creation of posters, etc.
- Write thank you notes and other correspondences as needed.
- Create news bulletins or press releases of important information or activities

4. Treasurer
 - Maintain an accurate record of all chapter funds and reports at meetings
 - Organize fundraisers with the president
 - Collect and counts all funds
 - Organize ordering of supplies, etc.
 - Obtain service opportunities (group and individual)
 - Participate in the planning and implementation of the Induction Ceremony
5. Historian
 - Take pictures of events and meetings
 - Coordinates with yearbook for NJHS events
 - Update the NJHS web page with current events, pictures, announcements, etc.
 - Assists Secretary with news bulletins and press releases
 - Obtain service opportunities (group and individual)
 - Participate in the planning and implementation of the Induction Ceremony

Article IX: Service Projects and Activities

- Section 1. At least one service project must be open to participation by the entire membership for the school year.
- Section 2. All members will regularly participate in these service projects.
- Section 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; be well planned, organized, and executed.
- Section 4. Members are required to submit at least 10 total hours per trimester of community service that are in line with their particular talents and interests (hours can be used for earning Silver Bulldog). If a student is unable to complete the hours, he/she is to notify advisor with plans to do so.
- Section 5. Students may accumulate more hours each quarter than required. Summer service hours acquired may be applied towards the 1st trimester requirement.
- Section 6. All activities require prior approval by the chapter adviser by completing a Goal Sheet. Once the activity is completed students will turn in a petition with an Hours Log.
- Section 7. If the member does not complete the required 20 hours in the first 2 trimesters it may result in dismissal from NJHS.
- Section 8. Student must attend 80% of monthly meetings.

Article X: Probation

- Section 1. Failure to maintain membership standards, which include but are not limited to meeting attendance requirements, timely completion and submission of service hours, and participation in mandatory activities, will result in probation of the member for one quarter.
- Section 2. If the member complies with all membership standards during the next trimester, (s)he will automatically be returned to active status. A member is only allowed to be on probation one time.
- Section 3. During the probationary period, if the member does not meet these standards, (s)he will be subject to dismissal.
- Section 4. Members who do not maintain a 3.00 GPA will automatically be placed on probation. To be considered for reactivation they will need to improve their GPA status to a 3.00 or higher within the next trimester otherwise (s)he will be subject to dismissal.
- Section 5. Any member receiving a suspension will be placed on probation.
- Section 6. If a member is placed on probation, then (s)he is not allowed to wear anything that signifies they belong to Bulldog Honor Society or NJHS.
- Section 7. A member being placed on probation is evaluated on an individual basis and is at the discretion of the Faculty Council.

Article XI: Dismissal

- Section 1. A member may be dismissed from the Bulldog Chapter of the NJHS for:
- Cheating
 - Failure to maintain the standards for selection or for failure to correct a probationary designation within one grading period.
 - Flagrant violations of the school rules or civil law. (Ed Code 48900)
- Section 2. Students shall be provided with a written explanation of the obligations of membership in the National Junior Honor Society. All members are expected to uphold the standards by which they were selected. Failure to do so may result in dismissal. In all cases of impending dismissal, a chapter member shall have a right to be notified in writing of the offense and to a hearing before the Faculty Council.

- Section 3. Except in the case of a flagrant violation of school rules or civil laws, a member is entitled to written warnings from the Chapter Adviser or Faculty Council Member concerning the nature of their deficiency and the steps required to correct the deficiency. A copy of these warnings shall be sent to the parent(s) of the student and to the Principal.
- Section 4. If a member fails to improve in the area where there is a deficiency, the Chapter Adviser must convene a meeting of the Faculty Council to consider the facts of the case. If the Faculty Council determines that the facts warrant consideration of dismissal, the member shall be notified in writing of the violation, the possibility of dismissal, and the need for a scheduled meeting with the Faculty Council. The member must schedule a meeting within one week of the dated notification.
- Section 5. The Faculty Council shall establish a date for the hearing and notify the member in writing of the action being contemplated, the reason for the action, the date and time of the hearing and the opportunity for the member to respond either in writing or orally. A parent or guardian may be present with the member, however, the member must present his or her own case.
- Section 6. Dismissal of a member is based on a majority vote of the Faculty Council.
- Section 7. If a member is dismissed, the Faculty Council shall provide written notice of the decision to the member, his or her parent, and the principal. The letter should inform the dismissed member of the appeal procedure.
- Section 8. Any dismissed member may appeal the decision of the Faculty Council to the principal, who will then follow the local district appeals process.
- Section 9. Members who resign must do so in writing and will never again be eligible for NJHS membership or its benefits.

Article XII: Attitude

All MMS NJHS members are:

- Expected to have a respectful relationship with all members of the school staff, the principal, and the Bulldog Honor Society Advisers.
- Encouraged to be active in other organizations.
- Expected to be supportive of all school activities including, but not limited to athletic events, concerts and performances, dress-up days, rallies, and other special events.

Article XIII: Benefits of Bulldog Honor Society

- Membership in a nationally recognized Honor Society.
- Local recognition for outstanding achievement in scholarship, leadership, service, citizenship and character.
- Chapter activities that provide students with opportunities to cultivate those ideals within themselves, their school, and their community.
- Leadership training opportunities.
- Programs that recognize students for their leadership and scholarship achievements.
- Preparation for National Honor Society at the high school level. (Please note that acceptance and/or participation in the Bulldog Chapter of NJHS does not guarantee selection for National Honor Society at the high school level.)

Article XV: Ratification of Bylaws

Section 1. Chapter bylaws shall be voted on by the current membership each spring (with the exception of Article 5), and approved by the Faculty Council and the Principal.

Article XIV: Amending the Bylaws

Section 1. If changes to the bylaws become necessary, those changes shall be proposed in writing, distributed to the membership for review and discussion, and brought to a vote. A 3/5 vote of the Faculty Council is required to amend the bylaws. Changes to the selection procedures, discipline procedures, and dismissal procedures may only be made by the Faculty Council; however, membership input is encouraged.

