

# **National Junior Honor Society (NJHS)**

## **Grimmer Middle School (GMS) Chapter**

- I. About the National Junior Honor Society at GMS
- II. Grimmer Middle School Bylaws
- III. Membership
- IV. Service Requirements
- V. Discipline Policy – Probation and Dismissal

### I. About the National Junior Honor Society

The NJHS at Grimmer Middle School is an organization that promotes appropriate recognition for its students who reflect outstanding accomplishments in the areas of scholarship, leadership, character, service, and citizenship.

Students are eligible to apply for membership in NJHS in seventh and eighth grade provided they have a cumulative Grade Point Average (GPA) of at least 3.33. In addition to academic excellence, selection for membership is based on exhibited leadership, honorable and admirable character, service demonstrating that the prospective member is willing to use talents and skills for the improvement of society. Selection for membership is by a faculty committee and is based on their assessments of the candidates' scholarship, leadership, character, service, and citizenship. Additionally, all teachers at GMS are given the opportunity to provide feedback on prospective members. Each prospective candidate's conduct and behavior are also assessed. New members are inducted during an annual ceremony, usually held in mid-April.

### II. The Bylaws of the Grimmer Middle School Chapter of the National Junior Honor Society

#### *Article I: Name*

The name of this organization shall be the Grimmer Middle School Chapter of the National Junior Honor Society in the Lake Central School Corporation.

#### *Article II: Purpose*

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service to promote leadership, and to develop character in the students of Grimmer Middle School.

### *Article III: Membership*

The Faculty Committee will determine the selection for membership. Selection criteria will be outlined at a mandatory meeting for all applicants.

To be eligible for membership consideration, candidates must be in the seventh or eighth grades. Candidates must also have been in attendance at Grimmer Middle School for at least one semester. Students must have a **cumulative** Grade Point Average (GPA) of 3.33. Additionally, potential members must meet high standards of leadership, character, service, and citizenship. The Faculty Committee will assess applications from all candidates for membership. A student who is a member in good standing of the National Junior Honor Society in a previous school is automatically a member of the Grimmer Middle School Chapter upon enrollment at Grimmer Middle School and documentation to support his/her NJHS status. Transfer NJHS students should present official documentation stating that they left their former school as an NJHS member in good standing (i.e., letter from former principal and/or NJHS chapter advisor, and NJHS certificate or NJHS card).

### *Article IV: Officers*

The officers shall include at least a president, vice president, secretary, and treasurer. Officers for the following year shall be nominated at a meeting of current seventh and eighth grade members of the NJHS. A simple majority of the votes cast shall be necessary to elect an officer of the chapter. Only current seventh and eighth graders who are members of NJHS shall vote in the election of officers who will serve during the following year. The election will be conducted by secret ballot with each eligible member casting one vote.

The NJHS President shall preside over meetings of the chapter and delegate responsibilities of other officers with the assistance of the NJHS sponsor as appropriate.

The NJHS Vice President shall fill the role of the NJHS President in his/her absence.

The NJHS Secretary shall keep the minutes of the meetings, any records of business, and record service hours with the assistance of the NJHS sponsor and documentation for all members in an efficient and accurate manner.

The NJHS Treasurer shall keep accurate financial records in conjunction with the school Financial Administrator. These records include all assets and

liabilities of the chapter and all receipts and disbursements of the chapter. The NJHS Treasurer is also responsible for collecting and keeping a record of all chapter dues.

The NJHS Historian shall collect and preserve information that provides a clear and concise record of all chapter activities for the year. This job requires thoroughness, vision, and effective communication. The NJHS Historian will photograph activities associated with major projects and special events. The pictures and other important material will be organized in albums and scrapbooks.

#### *Article V: Dues*

Dues are a significant source of income for NJHS. It is imperative that each member meets this obligation on time in order for NJHS to be able to pay for membership cards, decorations, and refreshments for the induction ceremony, as well as incidental expenses. Dues are \$5.00 per year for all members. New members will be required to pay these annual dues prior to the membership induction ceremony. Continuing members are required to pay their dues for the new school year by the October meeting. Failure to pay dues may result in cancellation of membership and dismissal from the NJHS.

#### *Article VI: Meetings*

Meetings shall be scheduled monthly. Members are required to attend all meetings. If an emergency arises and a member cannot attend a meeting, the member is required to inform the chapter advisor and provide a written excuse. Missing more than one meeting constitutes grounds for probation. Extenuating circumstances need to be addressed to the chapter advisor. Members are responsible for all information and policies presented at the meeting whether or not they attended. Members should dress properly for meetings.

#### *Article VII: Service*

Each member shall be required to perform community service hours. Members may complete a maximum of three (3) service hours during the summer and must complete at least seven and a half (7.5) hours of approved community service per semester or a total of fifteen (15) hours for the year. At least four (4) of these service hours should be directly related to and benefit Grimmer Middle School activities. Another four (4) service hours should relate to and benefit organizations outside of Grimmer Middle School. The remaining seven (7) service hours for the year may be a combination of in-school and out-of-school service hours. A maximum of three (3) service hours will be accepted for any one activity. Service hours

shall not carry over from year to year; however, service hours may carry over from semester to semester.

#### *Article VIII: Faculty Committee*

A Faculty Committee, appointed by the principal, shall consist of six (6) voting faculty members. Each member will serve a three-year term. All faculty shall be eligible for the committee except administrators. The chapter advisor presides as a seventh non-voting member of the committee. The advisor works with the committee in selecting, disciplining, or dismissing members.

### III. Membership

#### **Criteria**

To be eligible for membership a student must be a member of the seventh or eighth grade at Grimmer Middle School. Sixth grade students are ineligible. In addition, students must have been in attendance at Grimmer Middle School for at least one semester. The Faculty Committee in consultation with the principal may waive this requirement under certain circumstances.

The five basic criteria for membership in NJHS are outstanding scholarship, leadership, character, service, and citizenship.

An NJHS member may be placed on probation or dismissed if he/she fails to meet any of the criteria specified below. It is the duty of all members of the NJHS to uphold the highest standards of conduct and behavior both in and out of school.

#### 1. Scholarship

Seventh and eighth grade students at GMS with a minimum Grade Point Average (GPA) of 3.33 or above shall be eligible and apply for membership in NJHS.

#### 2. Leadership

The number of offices a student has held in school or community organizations or role as a captain of a sports team is an important aspect of leadership. However, leadership also exists outside elected/appointed positions including effective participation in other co-curricular activities. The following are some examples of a student who exemplifies leadership.

- a. Identifies issues and proposes solutions to problems
- b. Promotes school activities
- c. Exercises influence on peers in upholding school ideals

- d. Maintains a positive attitude
- e. Seeks position of responsibility
- f. Is reliable and dependable

### 3. Character

A student of character demonstrates the following qualities:

- a. Honesty and integrity
- b. Respect for self and others
- c. Responsibility
- d. Fairness, compassion, and caring
- e. Does the right thing even when not being observed

### 4. Service

Service is considered to be those actions that are done with or on behalf of others without any direct financial or material compensation. Service may include contributions to school, to classmates, or to the community. A student who demonstrates service exhibits the following:

- a. Participates in some outside community activity, such as Girl Scouts, Boy Scouts, 4-H, volunteers services for the aged, poor, or disadvantaged, and volunteers at the Humane Society.
- b. Works well with others (team player) and is willing to take on difficult tasks without regard for recognition.
- c. Cheerfully and enthusiastically renders any requested service for the school.

### 5. Citizenship

Both actions and attitudes are important for good citizenship. An aspect of good citizenship is a person's willingness to work hard to help his/her family, school, and community. Good citizenship shows caring and concern for vulnerable members of the wider community. Good citizenship is demonstrated by the following:

- a. Peacefully settling disputes
- b. Responsibility for family, school, and community
- c. Treating others as one would like to be treated
- d. Respect for the U.S. Flag, the Constitution of the U.S., and the Constitution of Indiana
- e. Respect for one's parents and home
- f. Respect for others' views and beliefs
- g. Protects the environment
- h. Challenges injustice to make a positive difference

## **Selection Procedures**

Students who think that they meet the above five basic criteria for membership (scholarship, leadership, character, service, and citizenship) are encouraged to submit a Student NJHS Information Sheet/Interest Form. The Faculty Committee of Grimmer Middle School will use this form and information gathered from the staff and faculty to select new members of the Grimmer Middle School NJHS. Student NJHS Information Sheet/Interest Forms will be distributed at a mandatory meeting approximately two weeks after the end of the first semester. Completed Student NJHS Information Sheet/Interest Forms should be submitted to the NJHS Chapter Advisor as directed at the mandatory meeting (generally by mid-February). The selection of members to the chapter shall be by a majority vote of the Faculty Committee.

## **IV. Service Requirements**

Service is considered to be those actions that are done with or on behalf of others without any direct financial or material compensation. All members must complete at least seven and a half (7.5) hours of approved community service per semester. At least four (4) of these service hours should be directly related to and benefit Grimmer Middle School activities. Another four (4) service hours should relate to and benefit organizations outside of Grimmer Middle School. The remaining seven (7) service hours for the year may be a combination of in-school and out-of-school service hours. A maximum of three (3) service hours will be accepted for any one activity. Members may complete a maximum of three (3) service hours during the summer. Service hours shall not carry over from year to year; however, service hours may carry over from semester to semester.

1. Some types of acceptable service are as follows:
  - a. Any activity approved in writing by the NJHS Chapter Advisor
  - b. Any volunteer work for any community agency, such as the Red Cross, a homeless shelter, homes for the aging, hospitals, civil defense or fire department, child care center, church activity if it deals with a community function (e.g., caroling at a nursing home), county fair, or political campaigns
  - c. Tutoring at school
  - d. NJHS Induction Ceremony
  - e. Recycling drives
  - f. Volunteering at the county/community library
  - g. Volunteering at GMS school orientations
  - h. Volunteering at GMS school open houses

- i. Volunteering at GMS start of school ice cream socials
- j. Helping the PTO at functions
- k. Volunteering at Parent/Teacher conferences
- l. Helping the school librarian
- m. Assisting teachers or staff members at school

Keep in mind that the purpose of service is to expand your experiences with the school and wider community and its activities and to help those in need on a voluntary basis. Try to be creative. Service does not have to be one of the above if it is pre-approved.

2. Some types of unacceptable service are as follows:

- a. Any activity for which you are paid with money or favors, even if the job is in the acceptable category
- b. Any activity in which you are directly helping a family member, relative, or friend, such as babysitting
- c. Any class unless the class is on a field trip doing one of the acceptable activities
- d. Attending church is not a service unless the particular function involves a community charity

If you are unsure of the suitability of an activity for use in service hours, please see the NJHS advisor.

3. Your service hours must be recorded and signed by the appropriate adult on the Service Hours Form.

The form must be returned to the NJHS chapter advisor. Only adult sponsors may sign this form.

## V. Discipline Policy – Probation and Dismissal

Any member who falls below the standards that were the basis of selection (scholarship, leadership, character, service, and citizenship) shall be promptly warned in writing and placed on probation by the GMS NJHS Chapter Advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules (e.g., misrepresentation, cheating) or civil laws a member does not necessarily have to be warned and may be brought up immediately for dismissal from NJHS. A student is allowed only one probationary period in his/her membership period, and a student may not be reconsidered for membership in the NJHS after being dismissed. A student is entitled to due process to appeal any dismissal (hearing before the Faculty Committee).

In general, there are usually three causes for being placed on probation: falling below a 3.33 cumulative GPA, not completing required service hours; or not paying annual dues.

### **Falling Below 3.33 Cumulative GPA**

An NJHS member whose GPA at the end of the semester drops below requirements for eligibility (falls below a 3.33 cumulative GPA) shall be warned in writing by the NJHS Chapter Advisor. An NJHS member on probation whose cumulative GPA is still below 3.33 at the end of the following semester will be dropped from membership and notified in writing of his/her dismissal.

### **Not Completing Required Service Hours**

At the start of each academic year, NJHS members who have not fulfilled their service hour requirements from the previous year will be notified in writing by the NJHS Chapter Advisor that they are on probation. Members will be given one month from the date of probationary notice to complete the required service hours. Failure to complete the service hours may result in dismissal from GMS NJHS.

### **Not Paying Annual Dues**

Dues are \$5.00 per year for all members. Continuing members will be required to pay their dues by the October NJHS meeting. Continuing members who fail to pay their dues by the October meeting will be notified in writing by the NJHS Chapter Advisor that they are on probation. Members will be given one month from the date of probationary notice to pay the annual dues. Failure to pay dues may result in dismissal. New members will be required to pay these annual dues prior to the membership Induction Ceremony.