



# *Annunciation Catholic School*

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## **By-Laws of the Annunciation National Junior Honor Society**

**NAME AND PURPOSE** The name of this organization shall be the Annunciation National Junior Honor Society of Secondary Schools (NJHS). 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 good citizenship in the students of secondary schools. NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

**THE PRINCIPAL** The principal shall reserve the right to approve all activities and decisions of the chapter. The principal shall annually appoint members of the faculty as chapter advisers, who may serve consecutive terms. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

**THE CHAPTER ADVISERS** The chapter advisers shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community. The chapter advisers shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisers shall regularly review each member for compliance with Society standards and obligations. The chapter advisers shall be members of the faculty, appointed annually by the principal, and may serve consecutive terms.

**FACULTY** The Faculty shall review the procedures of the chapter and offer input regarding the selection of new members. The Faculty will revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

**MEMBERSHIP** Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. The Faculty 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. Candidates become members when inducted at a special ceremony. 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 semester in order to retain membership. Members who resign or are dismissed are never again eligible for membership or its benefits.

**SELECTION OF MEMBERS** To be eligible for membership the candidate must be a member of those classes (seventh grade or eighth grade) designated as eligible in the chapter bylaws. The minimum standard for scholarship shall be a cumulative first quarter scholastic average of at least 90 percent. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The selection of each member to the chapter shall be by a majority vote of the Faculty. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty and shall be consistent with the rules and regulations of NJHS. The National Council and NASSP shall not review the judgment of the Faculty regarding selection of individual members to local chapters.

**DISCIPLINE AND DISMISSAL** The Faculty in compliance with the rules and regulations of the National Junior Honor Society shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned. The Faculty Advisors shall determine when an individual has exceeded a reasonable number of warnings. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Advisors. For purposes of dismissal, a majority vote of the Faculty Advisors is required. A member who has been dismissed may appeal the decision of the Faculty to the principal and thereafter under the same rules for disciplinary appeals in the diocese. The National Council and NASSP shall hear no appeals in dismissal cases.

**MEETINGS** Each chapter shall have regular meetings during the school year on days designated by the chapter advisers and in accordance with school policy and regulations.

**ACTIVITIES** Each chapter shall determine one or more service projects for each year. All members shall regularly participate in these projects. 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. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. Each chapter shall publicize its projects in a positive manner.

**OFFICIAL INSIGNIA** This organization shall have an official emblem selected by the National Council. The emblem shall be uniform. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council. Each active or honorary member in good standing with the chapter shall be entitled to wear this emblem. Any member who resigns or is dismissed shall return the emblem to the chapter adviser. All insignia must be procured from the national secretary of the National Junior Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone. The motto of the National Junior Honor Society shall be *Light Is the Symbol of Truth*. The official colors of the National Junior Honor Society shall be blue and white. The official flower of the National Junior Honor Society shall be the white rose.

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

**Adopted May 6, 2008**

